

Sumter County Office of Human Resources



Tiffany W. Jefferson
Human Resources Assistant
Telephone: (803) 774-2824
FAX: (803) 774-2827

Sumter County
Administration Building
13 East Canal Street
Sumter, SC 29150

Sumter County is Presently Seeking a Clerk II for Sumter County Family Court Starting Salary \$20,000

Examples of Work Performed: Retrieves all files needed in court. Provides assistance to clients, abstractors, judges, attorneys, law enforcement personnel, etc. who are requesting copies of court orders and divorce decrees. Makes copies and collects payments for copies. Is responsible for maintaining file room. Performs scanning functions. Answers the telephone, directs calls to appropriate staff person and takes messages as needed. Greets visitors. Responds to client inquiries and requests for assistance regarding Family Court procedures; answers questions regarding clients' accounts on a daily basis. Performs computer data entry to record, update and retrieve various case information and to prepare reports and correspondence. Operates a variety of equipment. Interacts and communicates with various groups and individuals, and the general public. Performs other related duties as required.

Required Knowledge, Skills & Abilities: Has knowledge of and skill in using general principles, business English and business math. Has the mathematic ability to handle required calculations. Has considerable knowledge of modern office practices and equipment; has skill in the use of computers. Has the ability to use independent judgment as needed in performing routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to read and interpret materials pertaining to the responsibilities of the job. Knows how to prepare records, correspondence, etc. Has knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has the ability to plan, organize, and prioritize daily assignments and work activities. Has good organizational, technical, and human relations skills.

Minimum Requirements: Requires a high school diploma supplemented by one to two years of general clerical experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

Benefits: One of the most important benefits offered to a Sumter County Employee is the opportunity to select the State Health Plan for insurance coverage. The plan offers complete freedom of choice in selecting a doctor or health care provider, the choice of treatment facilities, as well as where and how to purchase medication. Retirement benefits are offered for County employees who are eligible and members of the South Carolina Retirement System (SCRS) or the Police Officers Retirement System (PORS). A complete listing of benefits offered will be given at the interview and again during the benefits orientation.

Qualified applicants interested in applying should:

Visit our website at www.sumtercountysc.org for a pre-employment application

And

E-mail cover letter, résumé and application to Tiffany W. Jefferson at tjefferson@sumtercountysc.org

Or

Fax cover letter, résumé and application to Tiffany W. Jefferson (803) 774-2827

Opening Date: August 6, 2018

Closing Date: Until Filled

**EEO/AA
DRUGS DON'T WORK**