

POSITION AVAILABLE
(Traffic/Criminal Disposition Clerk)

Colleton County Government is accepting applications from qualified individuals for the position of Traffic/Criminal Disposition Clerk in the Magistrate's Court. The successful candidate will under general supervision perform routine to complex clerical work in support of Magistrate's Court functions. Prepares paperwork and collects court fees; prepares arrest warrants; assists the public with paperwork and general questions; is responsible for the disposition of all cases for the Criminal – Traffic Court and Bond Court.

Requires a high school diploma, GED or specialized vocational training and one (1) to two (2) years general office/secretarial experience or any combination of training and experience which provides the required knowledge, skills and abilities. Pre-employment drug screen and a satisfactory background check also required.

Submit applications at the Colleton Career Skills Center, 1085 Thunderbolt Drive, Walterboro, SC 29488 or the nearest SC Department of Employment and Workforce Center. The position will remain open until filled. Only qualified applicants will be considered for interview. Colleton County Government is an Equal Employment Employer.

GRADE: 5
MINIMUM HOURLY RATE OF PAY: \$10.31
FULL-TIME
SC STATE RETIREMENT & INSURANCE