

**POSITION AVAILABLE
(Chief Civil and Jury Clerk)**

Colleton County Government is accepting applications from qualified individuals for the position of Chief Civil and Jury Clerk. The successful candidate will under general supervision, perform routine to complex clerical work in support of the Magistrate's Civil Court and Jury Trial functions. Will collect Civil Court fees; prepare arrest warrants; assist the public with paperwork and general questions; perform computer data entry for traffic tickets; prepare bond court paperwork; send out jury trial notices; prepare and send out judgment notices; etc.

Requires high school diploma, GED, or specialized vocational training. Requires one to two 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 are also required.

Submit applications at the nearest S. C. Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488. The position will remain open until filled. Only qualified candidates will be contacted for an interview. Colleton County Government is an Equal Opportunity Employer.

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