



VACANT POSITION
Docket/Administrative Clerk
Municipal Court

Job Purpose: Provides administrative support and financial duties in support of the municipal court system.

- Organizes and manages all details of cases that come before the municipal court. Files all papers, dockets, case files and case related correspondence.
- Secures information for judges, contacts witnesses, attorneys and litigants to obtain information for court, and instructs parties of court appearance. Notifies the prosecutor's office of pending cases.
- Records minutes of court proceedings. Files all court documents and accounting paperwork.
- Prepares various misdemeanor arrest warrants and certain traffic warrants, processes and validates incoming and outgoing bench warrants, coordinates with city police on their issuance or cancellation, and prepares quarterly reconciliations of active bench warrants.
- Processes inmate bonds and payments, coordinates with bondsmen for surety bonds, handles jail commitments and releases as ordered by the judge, and ensures release notifications are faxed to the jail promptly.
- Coordinates and sets up House Arrest arrangements as ordered by the judge.
- Manages parking citation records and late fees (up to \$250), coordinates with law enforcement to obtain vehicle owner information for unpaid tickets, updates court records accordingly, and submits delinquent cases to the Setoff Debt System for tax collection when fees remain unpaid.
- Records and enters into the Case Management System (CMS) all city citations, case disposition, court orders, payments, time payments, etc. Prepares time payment agreements.
- Greets visitors, answers telephone and provides information and forms to callers.
- Prepares case docket for municipal court dates.
- Collects, records amounts, and provides receipts courts fees or fines. Maintains accurate and timely accounting records.
- Documents all required victim information, including victim's right to notification of scheduled hearings, and informs victim when such hearings are scheduled.
- Works with the SC Municipal Association's Debt Set Off program by timely reporting past due amounts on fine paid and releasing defendants from the program upon payment of debt to the court.
- Reports unpaid traffic tickets to the state and criminal convictions to SLED on a timely basis.
- Prepares for Jury Trial docket meetings, determines charging papers are in order and notifies all parties. Ensures jury pools are ready and assists the judge in jury selection.
- Performs exceptional service to internal and external customers.

Required Knowledge, Skills, and Abilities: Ability to establish good working relationships with community agencies, City Council members, and the general public. Excellent oral and written communication skills. Ability to maintain confidentiality and exercise sound judgement. Must be customer service orientated with strong problem solving skills. Must have strong organizational skills and attention to detail. Must be able to multi-task and meet deadlines. Proficient with Microsoft Office Suite (Word, Excel, Outlook) and ability to learn department-specific software. Ability to learn court proceeding protocols.

Minimum Qualifications: Associate's degree in Criminal Justice, Public Administration or a related field and at least one to three years related work experience; or any equivalent combination of education and experience that provide the required knowledge, skills, and abilities needed. Must possess a valid South Carolina driver's license or ID.

Deadline to Apply: **Open until filled**

Apply online at www.sumtersc.gov or
mail resume with cover letter along with application to:

City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150