

COUNTY OF NEWBERRY

COURTHOUSE ANNEX, COLLEGE STREET
POST OFFICE BOX 156
NEWBERRY, SOUTH CAROLINA 29108

VACANCY ANNOUNCEMENT

DIVISION: Clerk of Court

JOB LOCATION: Newberry County Courthouse, 1226 College Street, Newberry SC 29108

POSITION: RMC Assistant Deputy

HOURS WORKED PER WEEK:

SALARY: \$ 36,600

CONTACT PERSON: Katherine Cook, Director of Human Resources (803) 321-2100

POSITION DESCRIPTION: The responsibilities for the position involve clerical and financial work of various types in support of the programs and activities of the Clerk of Court's office. Specifically, Real Estate work includes but is not limited to recording of property transactions such as, Deeds, Mortgages, Plats, etc. as required by law. Assist the public with locating and copying public records in the Real Estate Department. Assist with checking daily Real Estate reports and preparing for On-Line viewing. Monthly Reports associated with the Real Estate Department. Assist with returned Juror summons and entering the Juror information into JMS. Answering phone calls and sending requested information via Fax and/or Email. Performs related work as assigned by the Clerk of Court.

MINIMUM TRAINING AND EXPERIENCE: Requires a high school diploma or GED equivalent supplemented by two to three years of responsible administrative or clerical experience preferable in a legal or court environment. Must have excellent customer service skills and be competent and familiar with Microsoft Office applications.

ADDITIONAL PREFERRED QUALIFICATIONS: Excellent customer service skills, mathematical skills and computer skills to include Microsoft Word and Excel.

GENERAL INSTRUCTIONS: This position will be open until filled. Newberry County Employment Applications may be obtained by visiting www.newberrycounty.net or by contacting the Human Resources Office at the Newberry County Courthouse Annex, 1309 College Street, Newberry SC, 29108. **A resume may be included but will not be accepted in lieu of a Newberry County Employment Application. Applicants indicating college credit, degree(s) or specialized training on the application shall provide an official copy of related documents should they be selected for the position. Newberry County conducts background checks and tests for the use of illegal substances.**

THE COUNTY OF NEWBERRY IS AN EQUAL OPPORTUNITY EMPLOYER

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