



<b>Job Title:</b>	<b>Administrative Assistant / Assistant Clerk of Court</b>	<b>Department/Loc:</b>	<b>Court</b>
<b>FLSA Classification:</b>	<b>Non-Exempt</b>	<b>Grade: 107</b>	<b>Date Drafted:</b>
<b>Reports To:</b>	<b>Clerk of Court</b>		

**Position Summary**

The purpose of the class is to provide secretarial duties and Assistant Clerk of Court duties. The class is responsible for answering phones, maintaining files, preparing correspondence and serving as the Assistant Clerk of Court. The class works within broad policy and organizational guidelines, independently plans and implements projects; reports progress of major activities through periodic conferences and meetings. Reports to the Clerk of Court.

**Position Responsibilities - Essential**

*This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- Prepares docket or calendar of cases; examines legal documents submitted to court for adherence to law or court procedures, prepares case folders, and posts, files or routes documents.
- Records case dispositions, court orders, and arrangement for payment of court fees; collects court fees or fines and records amounts collected.
- Maintains files; extracts and summarized information; provides information to internal or external agencies as required; coordinates with other staff, departments, or outside agencies.
- Answers phones and routes calls, answers questions, and takes messages.
- Processes incoming and outgoing mail; routes to appropriate person or office.
- Prepares forms, letters, reports, purchase orders, and other forms or records and correspondence as required; notarizes forms and documents as required.
- Provides assistance to Municipal Judge and Clerk of Court as requested.
- Serves as back-up for the Clerk of Court as needed.
- Enters routine, technical and special data into department computer system and backs system up daily.
- Faxes and copies documents and monitors inventory.
- Greets, assists, and directs customers, clients or crew personnel, services as department/court representation; provides assistance or information.

**Position Responsibilities - Non-Essential/Other**

- Performs other related duties and other duties as assigned

**Essential Skills and Experience**

**VOCATIONAL/EDUCATIONAL PREPARATION:**

High School education or GED

**SPECIAL CERTIFICAITONS AND LICENSES:**

Must possess a valid South Carolina driver’s license.

**EXPERIENCE REQUIREMENTS:**

Requires two years of office experience to include direct exposure with public relations/customer service.

**MATHEMATICAL REQUIREMENTS:**

Requires performing addition and subtraction, multiplication and division and/or calculating ratios, rates and percent’s.

**TECHNICAL REQUIREMENTS:**

Requires proficiency in all Microsoft Office programs including Microsoft Word and Excel.

**Mental & Physical Demands - ADA Guidelines**

Requires performing professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of professional principles and practices, and the use of a wide range of administrative methods to solve problems; requires above average attention to detail with short to medium periods of concentration for accurate results and occasional exposure to unusual pressure.

**Physical Demands**

- |                 |              |                        |            |
|-----------------|--------------|------------------------|------------|
| • Sit           | Frequently   | • Reach Above Shoulder | Frequently |
| • Walk          | Occasionally | • Climb                | N/A        |
| • Stand         | Frequently   | • Crawl                | N/A        |
| • Handling      | Frequently   | • Squat or Kneel       | Frequently |
| • Reach Outward | Frequently   | • Bend                 | Frequently |

**Lifting Requirements**

- |                     |              |                 |     |
|---------------------|--------------|-----------------|-----|
| • 10 pounds or less | Frequently   | • 51-100 pounds | N/A |
| • 11-20 pounds      | Occasionally | • >100 pounds   | N/A |
| • 21-50 pounds      | Occasionally |                 |     |

**Pushing and Pulling Requirements**

- |                     |              |                     |     |
|---------------------|--------------|---------------------|-----|
| • 12 pounds or less | Occasionally | • 41 to 100 pounds  | N/A |
| • 13 to 25 pounds   | Occasionally | • > than 100 pounds | N/A |
| • 26 to 40 pounds   | N/A          |                     |     |

**Definitions**

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|--------------|----------------|---|
| • <b>N/A</b> | Not Applicable | Activity is not applicable to this occupation                                     |
| • <b>O</b>   | Occasionally   | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)        |
| • <b>F</b>   | Frequently     | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • <b>C</b>   | Constantly     | Occupation requires this activity more than 66% of the time (5.5+ hrs/day)        |

**JUDGEMENTS AND DECISIONS**



**JUDGEMENTS AND DECISIONS:**

Requires being responsible to guide others requiring few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from routine.

**LANGUAGE REQUIREMENTS:**

Requires reading technical instructions, procedures manuals, state and federal regulations, and charts to solve practical problems such as routine office equipment operating instructions, and methods and procedures for investigations, or in drawing and layout work; composing routine and specialized reports, forms and business letters, with proper grammar and format; speaking compound sentences using normal grammar and word form.

**ENVIRONMENTAL HAZARDS:**

The job risks exposure to no known environmental hazards.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

**Grade 107**

**Salary: \$37,582.95 - \$44,473.12**

*The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.*

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Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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