



## City of Loris

### JOB DESCRIPTION

**Job Title:** Clerk of Court  
**Department:** Court  
**Shift:** Full Time, 8 a.m. to 5 p.m., M-F, (*Mandatory Overtime for Court days*)  
**Reports to:** City Administrator  
**FLSA Status:** Non-Exempt

**Summary:** Under general supervision this position is responsible for maintaining records for the City Court of law by utilizing knowledge of court system procedures, established law, policies, guidelines, statute, administrative court orders, and the city's court finances.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares the court schedule, sets hearing dates, prepares, and mails court notices and cut-off dates;
- Assists with the jury selection process, prints summonses, contacts jurors, and maintains juror files;
- Updates court files and records case dispositions;
- Troubleshoots computer problems for the department;
- Prepares routine correspondence and forms;
- Assists the public with locating and obtaining information and filing paperwork;
- Enters data into the State of South Carolina Court database;
- Establishes and maintains court files, and pulls case files for court proceedings;
- Maintains a daily log of all court documents processed;
- Assists the City Judge and attorneys with court processes;
- Receives, date stamps, and processes warrants, maintains warrant log;
- Assists bondsmen with bonds and releases, maintains copies of all releases and surety certifications;
- Collects court fines and fees;
- Answers the telephone and provides information regarding court operations;
- Processes incoming mail;
- Balances and oversees the City of Loris Court's daily and monthly accounting actions;
- Sets up the courtroom in preparation for court;
- Takes down the courtroom after court is over;
- Assists the public defender with the paperwork needed to process cases; and
- Reports financials to the State on a monthly basis.