

JOB OPPORTUNITY

POSITION: Williston Magistrate's Clerk
(Full-Time 35 hours per week)

Barnwell County is now accepting applications for the position of full-time clerk in the Williston Magistrate's office. Under occasional supervision, performs a variety of bookkeeping and clerical duties in support of efficient and effective Magistrate Court operations; receives, records and deposits bond and other payments; assists judges, attorneys and other court officials as needed; and reports to the Chief Magistrate.

Qualifications:

High School Diploma supplemented by two (2) years of clerical experience, or an equivalent combination of education, training and experience that provides the required applications and be proficient in typing, and be proficient in Microsoft Word 2007, (Excell and Outlook), and be familiar with the court system in general, and must have effective communication skills and abilities to meet and work well with the public. A judicial background is not required, but is preferred. Applicant must possess a valid driver's license with no convictions of driving offenses, must have a favorable background investigation, and must be bondable.

Applications may be obtained at the Business Office, Room 223, County Administration Building, 57 Wall Street, Barnwell, SC 29812, or you may go to www.barnwellcounty.sc.gov for an application.

EEO/ADA