



Employment Opportunity - City of Belton

Position Title: Records Clerk / Municipal Clerk of Court
Grade: \$10 per hour - 30 Hours Per Week - Partial Benefit Package
Department: Police Department
Salary Range: \$10 per hour - 30 Hours Per Week - Partial Benefit Package
Min Requirements: High school diploma or GED equivalent, valid SC Drivers License, no previous arrests or convictions, keyboarding and data entry skills, communications skills

Special Requirements: Ability to attend training for Court Management System and obtain appropriate certifications and other records management certifications

Description: Performs clerical work involving moderately complex and varied work methods and procedures in the records division of the Belton Police Department. Employee is responsible for the maintenance of all records, criminal case files, and department documents within the records division. Performs support work for other county and state departments related to the record management of the police department.

Coordinates court matters with judges, defendants, defense counsel, police department, detention center, alcohol agencies and other levels of the criminal justice administration system. Supervises and administers the receipting, depositing and accounting of monies for fines, forfeitures and other court receipts. Responds to requests from Municipal Judge, and others for assistance and information; processes discovery activity required from the office. Oversees preparation of court dockets and files; checks with jails for special hearings.

Posting Date: 01/10/2017

THE CITY OF BELTON IS AN EQUAL OPPORTUNITY EMPLOYER - M/F/H/V

BACKGROUND INVESTIGATION and PRE-EMPLOYMENT DRUG TESTING REQUIRED

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