

TOWN OF HEMINGWAY

Job Title: Clerk of Court/Asst. Utility Clerk	Department: Police
Reports To: Police Chief	Summary: Work involves collecting and posting fines, preparing court dockets as needed by the municipal judge. The Victim's Advocate under general supervision, plans, organizes, and directs the operation of the department's victim and witness assistance program and ensures the rights of victims and witnesses are upheld in accordance with South Carolina Victim's Bill of Rights. Victim Advocate will provide crisis intervention and necessary support services to all victims of crime. Advocate will provide educational materials to law enforcement staff and community in response to criminal victimization.

DUTIES:

- Collects and posts fines to computer tracking system.
- Records case dispositions and court orders and arranges for payment of court fees.
- Explains procedures or forms to parties in case.
- Answer phone calls relating to court and traffic violations.
- Prepares NRVC and suspension notices.
- Corresponds and submits forms to SC DMV as necessary.
- Prepares court docket or calendar of cases.
- Prepares bench warrants for judge's signature and maintains files for outstanding warrants/bench warrants.
- Pulls list of jurors/arranges jury trials-notifies all involved parties.
- Prepare preliminary hearing, probable cause hearings and failure to appear docket letters.
- Provides information to internal and external agencies as required.
- Prepares SC state treasurer assessment reports.
- Prepares court correspondence and compiles report for city, state and federal entities.
- Prepares and disseminates monthly activity report.
- Digitally records minutes of court proceedings.
- Acts as custodian and keeps records according to the SC state retention schedule.
- Instructs all parties when to appear in court.
- Attend mandatory training to stay current with new state and federal laws.
- Prepare summons and subpoenas for execution in court related cases.
- Prepare court order expungement letters, send our copies to defendant, jail, attorney, SLED, DMV and county clerk of court.
- Prepare ishmell orders, enter return to order by obtaining judge's signature/disposition and record to reflect the same.

- Transmit all court dispositions within 3 days to SC DMV.
- Prepare and retrieve compliance forms/withdraw forms for suspensions.
- Prepare all standard time payment orders and bench warrants for non-compliance.
- Prepare bond escheatment's letters and set hearing for bond companies.
- Order all court related materials as necessary.
- Prepare appeal case files for the judge and maintain and record originals.
- Prepare paperwork for court order treatments, transmit documents-disposition the close of each order and/or prepare failure to comply letters or bench warrants as directed.
- Prepare restitution letters, request check from finance for reimbursements by court order.
- Serve as notary public.
- Be the "go-to" person for court computer system and attend classes for updates.
- Schedule docket meets with all parties involved as necessary.
- Prepares and send deb-setoff letters. Manages debt-setoff system for payments, etc.
- Other Duties:
- Performs routine and administrative work in receiving the public and on phones.
- Assists in receiving ingoing mail.
- Duplicates and distributes material.
- Perform clerical duties as directed by the town administrator, the mayor and/or police chief.
- Perform and assist with duties of the Utility Billing Clerk.
- All other job duties as assigned.

REVISED: 4/19/2021