

Town of Estill

Administrative Clerk of Court Position

The Administrative Clerk of Court must be able to complete a range of clerical tasks including:

- Answer phones and great customer service skills.
- Schedule appointments, meetings, and maintain calendars.
- Prepare communications such as memos, emails, reports and other correspondence.
- Write and edit communications, from letters to reports and instructional documents.
- Background in secretarial services, proficient in Microsoft word, excel spreadsheets, ability to work without supervision.
- Manage accounts and perform bookkeeping
- Directives using MASC/Town of Estill's Policy for Remitting, Filing and Reporting to the State Treasurer Officer.
- Updating daily deposits, taking traffic fine payments
- Separation of funds and accounts
- Other duties Assigned

Position Hours

8 a.m to 5 p.m, Monday through Friday

Qualification

This position pay depends on experience and qualifications. A High School Diploma is required. Must pass a background check and drug test. Must possess a valid South Carolina driver's license.

How to Apply

Complete an employment application available at 323 Martin Luther King Jr. Blvd or online at www.townofestill.gov Call 803.625.3243 for more information.

Deadline: April 1, 2025

Resumes can be emailed to [Edna O'Banner@townofestillsc.gov](mailto:Edna.O'Banner@townofestillsc.gov)

Equal Opportunity Employer

The Town of Estill is an Equal Opportunity Employer.