

NOTICE OF VACANCY

Applications are being accepted in the Human Resources/Payroll Office, Bamberg County Courthouse ANNEX – Isaiah Odom Building, for the position of **FAMILY COURT CLERK** for Bamberg County Clerk of Court’s Office. The position is open until filled.

Qualified applicants must possess a high school diploma and excellent computer skills. Prior experience is preferred but not required.

Primary duties include, but are not limited to:

- Preparing, processing, and maintaining legal records
- Processing payments received, depositing funds, issuing receipts, logging payments in the system
- Reviewing documents to determine if further action is required by the Clerk’s Office and executing said action
- Case management program entry, scanning, filing, copying
- Processing judicial orders and assistance during court hearings
- Must have the ability to become familiar with the State’s data system
- Assist with circuit courts when needed
- Excellent customer service and dependable

BAMBERG COUNTY IS AN EQUAL-OPPORTUNITY EMPLOYER.

TO APPLY:

Submit a letter of application, and resume to:
Bamberg County Administration
Office of Personnel
Post Office Box 149
Bamberg, SC 29003