

POSITION AVAILABLE
(TRAFFIC DATA ENTRY & DOCKET CLERK)

Colleton County Government is accepting applications from qualified individuals for the position of Traffic Data Entry & Docket Clerk in the Magistrate's Office. The successful candidate will perform routine to complex clerical work in support of the Magistrate's Traffic Court functions, maintain physical and computer Traffic Court files, apply payments and prepare Traffic Court dockets.

Requires a High School Diploma and one (1) to two (2) years of clerical experience, computer knowledge a must. Background and credit checks required for bonding purposes. Pre-employment drug screen and a satisfactory background check also required.

Submit applications at the Colleton Career Skills Center, 1085 Thunderbolt Drive, Walterboro, SC 29488 or the nearest SC Department of Employment and Workforce Center. The position will remain open until filled. Only qualified applicants will be considered for interview. Colleton County Government is an Equal Employment Employer.

GRADE: 5
MINIMUM HOURLY RATE OF PAY: \$12.91
FULL-TIME
SC STATE RETIREMENT & INSURANCE