

POSITION AVAILABLE

(CRIMINAL/TRAFFIC BOND CLERK)

Colleton County Government is accepting applications from qualified individuals for the position of Criminal/Traffic Bond Clerk in the Magistrate's Office. The successful candidate will prepare bond paperwork, enter data for tickets and warrants into the court's system and assist the Bond Court Judges when necessary. Will also collect criminal/traffic fees, schedule/reschedule court and provide assistance and information to the public.

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 or email resume to jobs@colletoncounty.org . The position will remain open until filled. Only qualified applicants will be considered for an interview. Colleton County Government is an Equal Employment Employer.

GRADE: 5

MINIMUM HOURLY RATE OF PAY: \$10.94

FULL-TIME

SC STATE RETIREMENT & INSURANCE