

**POSITION AVAILABLE**  
**FAMILY COURT CASE MANAGEMENT SPECIALIST**

Colleton County Government is accepting applications for the position of Family Court Case Management Specialist. Under general supervision, this position is responsible for scheduling all private cases to be heard before the Family Court Judge, and is responsible for a variety of complex clerical and administrative support activities ensuring the accuracy and efficiency of the operations of the Family Court. Reports to the Deputy Clerk of Family Court.

Requires a high school diploma or equivalent and a minimum of three years' experience in a related field; or any combination of experience, training, and education that provides the knowledge, skills, and abilities necessary to perform the job. Willingness to be a team player, to cross-train job duties, and be willing to be cross-trained. Legal background desired. Strong technological skills preferred. Able to multi-task efficiently. Notary preferred.

A pre-employment drug screen and a satisfactory background check are also required.

E-mail resume to [jobs@colletoncounty.org](mailto:jobs@colletoncounty.org). Only qualified applicants will be contacted for an interview. The position will remain open until filled. Colleton County is an Equal Opportunity Employer.

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**GRADE: 5**

**SALARY: \$10.94 – 13.17 per hour, DOQ**

**FULL-TIME**

**SC STATE RETIREMENT & INSURANCE**