

Job Description: **Administrative Assistant/Clerk of Court**

**Position Type:**

Full-Time (37.5 Hours Per Week) with Full Benefits

**Salary:**

\$50,000.00 to \$70,000.00

**Work Hours:**

Monday to Friday, 8:00 am to 4:00 pm

**FLSA Status:**

Exempt

**Job Summary**

Under general supervision, the Administrative Assistant/Clerk of Court carries out a variety of administrative duties in support of the Mayor, Town Administrator, Assistant Town Administrator, and other members of town staff. As Administrative Assistant, the position serves as the initial point of contact for the general public and responds to various types of inquiries, complaints, and requests for service. The position also assists with the administration of the town's business license and short-term rental regulations and may assist the Town Clerk in the discharge of his or her duties as secretary to various boards and commissions of the town. Subject to appointment by Town Council, the position may serve as Clerk of Court. As Clerk of Court, the position assists the municipal judge with the administration of the town's Municipal Court and ensures the timely processing and reporting of all court fines and penalties. The Administrative Assistant/Clerk of Court reports to the Assistant Town Administrator.

**Minimum Training & Experience**

- A minimum of an associate degree is required; a bachelor's degree is preferred.
- A minimum of three years' experience in responsible administrative, secretarial, or customer service work is required. Prior government experience, specifically, municipal government experience, is preferred. Experience working in a coastal community is also a plus.
- Proficiency in Microsoft Office Suite is required, including Word, Excel, Outlook and PowerPoint.
- Must possess a valid South Carolina Drivers' License.
- Successful candidate must be self-motivated, highly organized, able to perform multiple tasks concurrently and able work independently and as part of a team.
- The town reserves the right to consider any combination of relevant education and experience that demonstrates a candidate's ability to successfully perform the duties of the position.
- The successful candidate will be subject to a pre-employment criminal background check, drug screening and employment verification.

**Desirable Knowledge, Skills and Abilities**

- Excellent written and oral communications skills; clear and concise communicator whether with individual members of Town staff, Town Council, or community organizations or with groups including members of the public.
- Considerable knowledge of administrative practices and procedures.
- Knowledge of business English, spelling, grammar, and vocabulary.
- Ability to read and speak Spanish is a plus, but not required.
- Ability to work in an open environment is required.
- Ability to take initiative to fulfill duties under limited supervision.
- Ability to maintain office records and to prepare accurate reports.
- Ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to a supervisor.
- Ability to perform research and present findings in a clear, concise, and effective manner.

**Duties Include, But Are Not Limited To:**

*Administrative Assistant Functions*

- Serves as the initial point of contact for the general public, including residents, property owners, visitors, businesses, and contractors.
- Answers, screens, and directs incoming calls and e-mails to appropriate departments and/or town staff members; documents and distributes telephone and e-mail messages.
- Greets and assists office visitors; directs visitors to appropriate departments and/or town staff members as required.
- Responds to various types of inquiries, complaints, and requests for service; provides information regarding town operations, services, programs, projects, and policies.
- Provides administrative support and assistance to the Mayor, Town Administrator and other town staff members as required.
- Schedules and coordinates meetings, appointments, events, and activities; organizes travel reservations for conferences and workshops; updates and maintains meeting and event calendars.
- Prepares, processes, reviews, and disseminates correspondence, memoranda, schedules, forms, purchase orders, invoices, and other types of documentation.
- Assists with the issuance of business licenses and building permits;
- Assists with administration of the town's Short-Term Rental (STR) ordinance.
- Assists the Town Clerk with the preparation of agendas, minutes and staff reports for meetings of Seabrook Island Town Council and various town boards, commissions, and committees; attends meetings on behalf of the Town Clerk; may fill in for and perform the duties of the Town Clerk on an as-needed basis.
- Assists with scanning, updating, archiving, and maintaining town records, filing systems and databases, consistent with the SC Freedom of Information Act (FOIA) and the SC Department of Archives and History's General Records Retention Schedules.
- Assists with processing and responding to requests for public records filed under the FOIA.
- Assists with the creation of content for presentations and publications, as well as the town's website and social media platforms; may assist with posting of content and management of the town's website and social media platforms.
- Assists with the preparation of grant applications and proposals; provides assistance in administering grant projects, including document collection, verification and reporting.

- Responsible for ensuring adequate stocks of office supplies and equipment; orders office supplies and equipment when necessary; schedules and coordinates maintenance and repair of office equipment when necessary.
- May fill in for, and perform the functions of, the STR Compliance Manager due to temporary illness or absence.
- Updates business licenses based on monthly permitting reports from Charleston County.
- Provides weekly business license and zoning permit reports to town Code Enforcement Officers and other government agencies.
- Performs other related duties as assigned or required to meet organizational needs.

### *Clerk of Court Functions*

The Administrative Assistant will perform the following functions, subject to appointment by Town Council as Clerk of Court, pursuant to the requirements of Sec. 10-3 of the Code of Ordinances for the Town of Seabrook Island.

- Prepares a docket for each session of the Municipal Court based on summonses issued by town Code Enforcement Officers.
- Ensures that a member of town staff is available to receive court fines as each case is decided by the Municipal Judge; deposit all court fines in a timely manner into the court account.
- Prepares and submits monthly court reports to the South Carolina State Treasurer's Office (a report must be filed each month even if the town does not hold a court session); prepare and submit reports/payments to the Charleston County Treasurer's Office for the Victim's Advocate Fee, with a copy of such report also being provided to the Charleston County Summary Court Administration.
- Prepares and submits the annual Municipal Judicial Survey and Disposition Report to the State of South Carolina Court Administration.
- Ensures that the Municipal Judge obtains annual Continuing Legal Education Credits; process and ensure payment of all reimbursement requests in a timely manner.
- Provides necessary information to the town's auditor so that a yearly court report may be incorporated as part of the town's annual audit.
- Prepares and coordinates the collection of unpaid fees via the Municipal Association Set-Off Debt program

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **Position Individual Requirements**

- Maintains confidentiality of nonpublic information in all aspects of the job, whether information relates to people, activities, or plans.
- Exercises initiative, independent judgment, and discretion in fulfilling job duties.
- Maintains positive customer-focused relationships with co-workers, supervisors, agencies, the general public and all other internal and external customers.
- Consistently demonstrates courteous and professional customer service skills.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**THE TOWN OF SEABROOK ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER.**

***It is our goal to provide applicants and employees with equal employment opportunities in recruitment, hiring, benefits programs, training, promotion, leave practices, rates of pay, and selection for supervisory positions without regard to sex, genetic information, age, race, color, national origin, religion, military/veteran status, or disability.***