

Customer Service Representative ~ Charleston County Probate Court, Estate Division

Hiring Salary Range: \$42,000 - \$48,000 depending on experience

Job Type: Full-Time

Department: Probate Court, Estate Division, 84 Broad Street, Charleston, SC 29401

Open Until Filled ~ Application Review Begins Immediately

Description: This position performs a variety of data driven duties including: greeting the public and members of the legal community, answering phone calls, receipt and review of legal documents filed when an individual has passed away; receipting of payments of any fees, filing documents, answering phones, assisting attorneys and members of the public in person, on the phone, and virtually; researching and responding to legal correspondence. Performance of these duties requires knowledge of and adherence to the South Carolina Code of Laws, Rules of Civil Procedure, Court Administration; as well as the South Carolina Supreme Court. The ability to perform various duties with speed and accuracy is required along with compassion and consideration of the families/parties served.

Duties and Responsibilities: This employee will need to serve as the front-desk receptionist in the Probate Court Estate Division and will answer phone calls and greet walk-ins. Excellent customer service skills are a must. Employee will enter and update documents into the Court's data base, process payables and receipts properly to the Court (checks, cash and credit), have the ability to operate and knowledge of modern office procedures, practices and equipment, including the use of Zoom, a personal computer, software programs of the Court, microfilm, copier, scanner, fax, printers, and electronic filing. Ability to exercise tact, discretion and sound judgment in addressing sensitive or confidential matters with accuracy and speed under the pressure of time sensitive deadlines.

Minimum Qualifications: High School (or GED) supplemented with minimum of two (2) years of experience in a law office or equivalent combination of experience and training; Associates Degree in a related field or Paralegal preferred.

Resumes may be sent to Alison Atwood at AAtwood@charlestoncounty.org