

Estate Clerk ~ Probate Court, Estate Division

Hiring Salary Range: \$48,000 - \$51,000

Job Type: Full-Time

Department: Probate Court, Estate Division

Open Until Filled ~ Application Review Begins Immediately

Description: This position performs a variety of data driven duties including: opening, administering and closing estates (cases), 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 enter and update all documents into the Court's data base, open estates, administer estates, close estates, run and create reports, 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