

# Clerk I

**Department:** Probate Court  
**Pay:** Depends on Qualifications  
**Closing Date:** April 13, 2017

## **General Statement of Duties**

Under general supervision performs various clerical duties pertaining to the legal processes of the Probate Court. Conducts specialized and/or routine tasks as assisting the public, answering phones, processing estate documents, reviewing files, filing, typing, etc. Reports to the Probate Judge.

## **Minimum Qualifications**

High school graduate with five to eleven months of clerical experience in a related position dealing with the public; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

## **How to Apply**

Application will be accepted until April 13, 2017 at the Marion County Administration Building located at 2523 E Hwy 76, Marion, South Carolina 29571. If accommodations are needed in order to participate in the application process, please contact the Personnel Office for instructions. Resumes may not be substituted for the application.

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