



# CITY OF YORK

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## CLERK OF COURT CITY OF YORK, SC

The City of York is accepting applications for the position of Clerk of Court. Manages and performs the collection of current and delinquent court revenues, oversees court proceedings, coordinates with judges, schedules hearings and jury trials and assists with trial diversion programs. Maintains court records and prepares reports as required. Minimum qualifications: Bachelor's degree with at least three years' experience in government court operations or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Requires the ability to work with limited supervision and deal with the public on a daily basis. Computer skills and experience in collections required. Starting salary range is \$39,076 to \$46,892. Submit application to City of York H.R. Coordinator, P. O. Box 500, York, SC 29745. EOE. Applications must be received no later than 5:00 p.m. Wednesday, April 26, 2017.