



# Greenwood County, SC Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Family Court/Child Support Supervisor	Department: Clerk of Court	
Pay Grade: 109	Revised: 7/1/15	

## **General Description**

The purpose of this job/class within the organization is to monitor child support payments ordered through Family Court. Prepare, process and maintain various records and documents and performs routine clerical and administrative duties. Supervise duties of subordinate clerks

This job works under close to general supervision according to set procedures, but determines how or when to complete tasks.

## **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.**

### **Essential Functions:**

Clocks in and files all paperwork.

Performs a variety of general clerical duties including but not limited to typing, copying, filing, faxing information, processing mail, and answering the telephone.

Performs computer data entry to record and retrieve case information.

Prepares, processes, maintains, files and distributes as appropriate Family Court legal records and documents. Ensures the completeness of all legal documents as well as compliance with legal requirements. Maintains accurate and complete case files with security and confidentiality.

Receives and responds to inquiries and requests for assistance regarding Family Court procedures.

Receives, reviews, prepares and/or submits various documents, including case files, summons, complaints, court orders, production reports, memos, etc.

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Interprets Family Court procedures and provides assistance and information to attorneys, clients and the public as required.

Supervises the daily activities of subordinate clerks; supervisory duties include instructing; reviewing and planning work; maintaining standards and acting on employee problems. Offers advice and assistance as needed.

### **Additional Duties:**

Operates various office equipment and machinery in the performance of daily activities including a typewriter, computer, calculator, copier, printer, telephone, etc.

Interacts, communicates and provides assistance to various individuals and groups including Clerk of Court, co-workers, customers, attorneys, paralegals, judges, solicitors, court personnel, other County employees, law enforcement agencies, Department of Social Services personnel, and the general public.

Performs related work as assigned

### **Responsibilities, Requirements and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters or posts data or information.

#### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Speaks with or signals to people to convey or exchange information of a general nature.

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### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.

### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

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### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs semi-skilled work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is moderately serious – affects work unit and may affect other units or citizens or loss of life could occur but probability is low.

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 20 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

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### **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None

### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

### **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent.

Requires four years of responsible clerical and/or legal experience.

OR an equivalent combination of education, training and experience.

### **Special Certifications and Licenses:**

None

### **Americans with Disabilities Act Compliance**

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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