



Lily Parham - 29

“If you love being in the center of the action and helping things run smoothly — no matter what happens — being a municipal court clerk is the job for you!

I coordinate and track many detailed processes, send out jury duty notices, help prepare the docket of cases, gather information for the court, answer official correspondence, keep records and accounts, collect fees, and so much more. Coordinating so many activities and people means no two days are the same!

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Occupation:

Municipal
Court Clerk

Salary:

\$32,040

Education:

High School Diploma
or Equivalent

Job Description:

Court, Municipal, and License Clerks perform clerical duties for courts of law, municipalities, or governmental licensing agencies and bureaus. May prepare docket of cases to be called; secure information for judges and court; prepare draft agendas or bylaws for town or city council; answer official correspondence; keep fiscal records and accounts; issue licenses or permits; and record data, administer tests, or collect fees.*

*Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



Job Description:

SOC Code: 43-4031

Top Job Skills:

- Customer service
- Answer phone calls
- Bookkeeping
- Handle customer complaints
- Prepare and legalize documents

General Work Activities:

- Mental Processes
 - Evaluate information on applications to verify completeness and accuracy
- Interacting With Others
 - Answer inquiries from the general public
 - Instruct parties about timing of court appearances
 - Search files and contact witnesses, attorneys, or litigants
- Information Input
 - Record case dispositions, court orders, or arrangements
- Work Output
 - Issue public notifications
 - Prepare meeting agendas
 - Prepare ordinances, resolutions, or proclamations
 - Prepare and issue orders of the court
 - Perform record checks on past or current licensees
 - Issue various permits and licenses

Source: SC Works Online Services (SCWOS) and O*NET

LEARN MORE WITH SCWOS:

SC Works Online Services (SCWOS) is the state's largest job database and provides all of South Carolina's job postings from all major sites, including Monster and Career Builder, in one resource. SCWOS has thousands of positions listed by employers all over the state. To access SCWOS, visit jobs.scworks.org.

Find in-depth breakdowns of occupational statistics such as necessary job certifications, job skills and abilities, current job openings, overview of general work activities, and more by visiting [O*NET.org](https://www.o*net.org).

JOB STATISTICS:



Typical Wage Range

\$34,070 - \$48,660



Projected Growth

193/yr Job Openings



Employed In-State

1,820



Required Education

High School Diploma or Equivalent



Work Experience

Typically Requires None



On-the-Job Training

Long-Term On-the-job Training

***Source:** Occupational Employment and Wage Statistics (OEWS) and the U.S. Bureau of Labor Statistics.

EXAMPLES OF WORKFORCE AREAS WITH JOB OPENINGS:

Source: SC Works Online Services. Ask an SC Works representative for more information about postings in your area.

- Trident
- Greenville
- Lowcountry
- Catawba
- Worklink
- Upstate

EXAMPLES OF EMPLOYERS WITH JOB OPENINGS:

Source: SC Works Online Services. Ask an SC Works representative for more information about postings in your area.

- City of Charleston, SC
- Beaufort County, SC
- Chester County, SC
- Founders Federal Credit Union
- Georgetown County, SC

RELATED OCCUPATIONS:

- Legal Secretaries and Administrative Assistants
- Compliance Officers
- Office Clerks, General
- Paralegals and Legal Assistants
- Title Examiners, Abstractors, and Searchers

NOTE: All data based on state averages. Information may vary depending on region, experience, and specific employment situation. **Last Updated:** 2025.