



Charles L. Reel
EDGEFIELD COUNTY
CLERK OF COURT
& REGISTER OF DEEDS
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EDGEFIELD COUNTY CLERK OF COURT'S OFFICE

FAMILY COURT CLERK

The Edgefield County Clerk of Court is seeking qualified applicants for the position of **Family Court Clerk**. This is an entry-level, full-time position. Job requirements include, but are not limited to: filing, computer data entry, customer service, answering phones, copying, etc. **This position requires a high level of confidentiality**. Applicants must be able to work as a team, take direction from superiors, work under pressure in a stressful environment; provide professional, courteous customer service in person, through email, and phones. Experience with FCCMS, PACSS, TEAMS, and law related terminology is preferred, but not mandatory. Salary for this position is dependent upon qualifications and experience of the successful applicant. The successful applicant must be able to pass pre-employment drug testing and a criminal background check.

Application can be found at the following link (Download Our Employment Application):

<https://edgefieldcounty.sc.gov/job-postings/>

Submit Application to:

Edgefield County Clerk of Court
Attn: Charles Reel
129 Courthouse Square
Edgefield, SC 29824

OR

Leave Application at Front Security Desk at Courthouse.