

# COUNTY OF NEWBERRY

COURTHOUSE ANNEX, COLLEGE STREET  
POST OFFICE BOX 156  
NEWBERRY, SOUTH CAROLINA 29108

\*\*\*\*\*

## VACANCY ANNOUNCEMENT

\*\*\*\*\*

**DIVISION:** Magistrate's Office

**JOB LOCATION:** 833 Main Street, Newberry, SC, 29108

**POSITION:** Magistrate

**HOURS WORKED PER WEEK:** Regular Full-time, 40 hours per week

**CONTACT PERSON:** Katherine Cook, Director of Human Resources (803) 321-2100

**POSITION DESCRIPTION:** Under limited supervision, performs the service as judge for civil, criminal, and traffic cases for the Magistrate's Office in Newberry County. Work involves holding hearings daily including bond hearings, preliminary hearings, restraining order hearings, Rule to Show Cause hearings, warrant requests, jury trials, and other various hearings; performing the duties for the County, municipalities, DNR, South Carolina Highway Patrol, Transport Police, SLED, and Federal Prison. Employee must exercise considerable initiative and independent judgment in various phases of work.

**MINIMUM TRAINING AND EXPERIENCE:** Requires a Bachelor's degree from an accredited institution. Must successfully complete required judicial coursework and training.

**GENERAL INSTRUCTIONS:** Applications will be accepted for this position until April 7, 2023. Newberry County Employment Applications may be obtained by visiting [www.newberrycounty.net](http://www.newberrycounty.net) or by contacting the Human Resources Office at the Newberry County Agricultural Building at 1512 Martin Street, Newberry SC, 29108. **A resume may be included but will not be accepted in lieu of a Newberry County Employment Application. Applicants indicating college credit, degree(s) or specialized training on the application shall provide an official copy of related documents should they be selected for the position.** Newberry County conducts background checks and tests for the use of illegal substances.

### THE COUNTY OF NEWBERRY IS AN EQUAL OPPORTUNITY EMPLOYER

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND NEWBERRY COUNTY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COUNTY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PAPAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.