

# Municipal Court Administration Association

## MCAA Know Your Role

### March 5, 2025

Municipal Association of SC  
1411 Gervais St.  
Columbia, SC 29201

## Wednesday, March 5

**8:00 – 9:00 a.m.**      **Registration and Continental Breakfast**

**9:00 a.m. – noon**      **Know Your Role**

This optional session will address the core competencies of a clerk of court — duties that are far greater than simply “being in the courtroom next to the judge and taking payments,” as many members of the public expect.

This session will take an in-depth look at primary business functions, public trust and confidence, operations management, case flow and work flow, strategic planning, leadership and ethics. Gaining more information about what you do will help you redefine your role in your own court, possibly rewrite your job description with more responsibilities, and help with increasing compensation.

**Noon – 1:00 p.m.**      **Lunch**

**1:00 p.m.**      **Adjourn**

## About the Instructor

**Pam Larson, Clerk of Operations, City of Greenville**

Pam Larson is currently clerk of operations for municipal court. She has worked for the City of Greenville for over 24 years. Larson started as a police officer working in the Uniform Patrol Division and then moved to traffic. She moved to the court in 1998. While working for the court, she obtained her Bachelor of Liberal Arts with an emphasis on business administration from Furman University. Larson also acquired a dual master’s degree in management and human resource development. Her thesis was based on a business model she designed for court that gained recognition by the National Center for State Courts. She has managed the court like a business during her tenure as clerk of operations. Larson left the city for two years to work for Spartan Technology Solutions as an operations manager, which included supervising the support staff, implementing software and records management projects and handling sales and marketing. Before joining the City of Greenville, Larson was a marketing and promotions director for WMYI. She has been a member of MCAA since 2011.

## Contact Information

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# Registration Information

Online registration is available for MCAA Know Your Role. Log on to [www.masc.sc](http://www.masc.sc) to register. Online registrations must be paid by Visa or MasterCard. The meeting is \$50 for attendees. The registration fee includes the educational materials, light continental breakfast and lunch. **The registration deadline is Wednesday, February 19, and attendance is limited to the first 30 registrants.**

Register online at [www.masc.sc](http://www.masc.sc) or mail completed registration form and check made payable to the Municipal Association of SC to:

MASC  
PO Box 12220  
Columbia, SC 29211  
ATTN: MCAA

Conference attire is business casual. The session rooms may be cool, so you may want to bring a sweater or jacket.

# MCAA Registration Form

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## Name Badge Information

The following information will appear on your name badge for this meeting.

First name (example: Bill)  Mr.  Ms.  Dr.

Full name (example: William J. Smith, Jr.)

Title  New

Local government/business name

## Contact Information

Birth month/day Last four digits of SSN

*This combination of numbers is used as the official's personal identification number to access online services, simplify event registration and ensure proper recording of participation in Association training programs.*

Local government/business name

Preferred mailing address  New Type:  Municipal  Business

City/State Zip

Preferred phone  New Type:  Municipal  Business  Mobile

*For additional attendees, make a copy of this form.*

## Registration Fees

Registration Fee \$50



Municipal Association  
of South Carolina

1411 Gervais Street  
PO Box 12109  
Columbia, SC 29211  
[www.masc.sc](http://www.masc.sc)

*The Municipal Court Administration of SC is an affiliate of  
the Municipal Association of SC.*