



Doug Chorvat, Jr.

Clerk of Circuit Court & Comptroller - Hernando County
20 N. Main Street, Brooksville, FL 34601 - (352) 754-4201

Job Number: 2023-08
Posting Date: 5/19/23
Closing Date: open until filled

JOB POSTING

Administrative Services Clerk I
Administrative Services Department
Salary Range: \$15.53 - \$20.14 per hour
(Starting salary depends on qualifications)

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting About Us, Human Resources, Job Applicant Center. If you have any questions or require assistance, please call (352) 540-6233, Monday – Friday, from 8:00 a.m. – 5:00 p.m., or use the “Contact Us” function on the website to send us an email.

Note: If minimum typing speed is required and this information is not provided, you will not be considered for the position. You may take a typing test at no cost by going to www.typingtest.com. Please print the results and attach to your on-line application.

The Hernando County Clerk of Circuit Court is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employment preference is given to applicants who do not use a tobacco product(s)

JOB SUMMARY:

Specialized clerical work involving recordkeeping for Board of County Commissioners. Attend meetings of and prepare Minutes for various Boards. Perform Value Adjustment Board administrative functions. Provide receptionist duties and clerical support to Clerk and Director of Administrative Services.

ESSENTIAL JOB DUTIES:

1. Attend meetings of the Board of County Commissioners, record proceedings, take accurate notes, administer oaths, and prepare Minutes for approval.
2. Prepare for meetings including set-up in automated agenda/minutes software and verify that affidavits are obtained.
3. Process signature folder of BCC-approved documents, and obtain and process necessary Ordinances, Resolutions, contracts and other documents resulting from BCC meetings.
4. Image meeting back-up material.

5. Process and verify legal advertisements for publication in local newspaper.
6. Proofread Minutes written by other Deputy Clerks, as necessary.
7. Maintain up-to-date contracts and agreements lists.
8. Greet and assist visitors to Administrative Office.
9. Perform VAB functions, including attendance at meetings, preparation of meeting Minutes, filing of petitions and scheduling of and attendance at VAB hearings.
10. Assist the public, County departments and/or other agencies with research of Board records as necessary.
11. Process and distribute mail.
12. Order and maintain office supplies for Administration/BCC Records.
13. Prepare and maintain file of Records Inventory/Transfer Sheets for all files.
14. Distribute Code of Ordinances supplements and update office copy of Code of Ordinances book.
15. Receipt in monies and prepare Revenue Summary Report, as necessary.
16. Provide clerical assistance to Clerk and Administrative Services Supervisor, as needed.
17. Perform Mailroom and/or Information Desk coverage, as necessary.
18. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

High school diploma or equivalent.

Experience:

Two years of clerical experience; and one year of writing experience.

Licenses/Certificates:

N/A

EQUIPMENT USED:

Personal computer, printer, digital recording/transcription software, scanner, facsimile, copier, telephone.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Skill in interacting with the public, co-workers and intra-county office personnel in a professional manner
- Ability to compose business correspondence and meeting Minutes
- Proficient in use of Microsoft Office software and Windows applications
- Ability to communicate orally and in writing
- Type at least 45 wpm
- Ability to take accurate meeting notes rapidly
- Possess proofreading skills
- Proficient in Business English and spelling
- Ability to perform duties with minimum supervision

ESSENTIAL PHYSICAL SKILLS:

Constant:

Acceptable eyesight (with or without correction), acceptable hearing (with or without correction), ability to access, input and retrieve information from a personal computer.

Frequent:

Ability to sit for long periods of time. Ability to access file cabinets for filing and retrieval of data. Ability to communicate orally in order to answer the telephone.

WORKING CONDITIONS:

Constant:

Office environment. Work closely with others.

Frequent:

Meeting room environment. Flexible hours as required by meeting schedules.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.