



Doug Chorvat, Jr.

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

Job Number: 2023-05

Posting Date: 5/19/23

Closing Date: open until filled

JOB POSTING

Administrative Services Clerk – Part-time

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 under the “Essential Skills and Qualifications” section, you must provide this information in order to be considered for the position. You may take a typing test at no cost by going to www.typingtest.com. Please attach the results 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:

Part-time position working approximately 25-30 hours per week. Responsible for conducting and completing physical inventory of County and Clerk equipment/assets with minimum supervision. Perform Clerk to Board of County Commissioners and Clerk to Value Adjustment Board functions, including attendance at Board meetings and/or VAB hearings, and recording the proceedings, as needed. Provide clerical assistance to Clerk of Circuit Court and Comptroller.

ESSENTIAL JOB FUNCTIONS:

1. Inventory all County equipment/assets on an annual basis by scheduling appointments with Departments' inventory custodians and physically locating equipment assigned to each County Department. Inventory individual additional items on a periodic basis as needed.
2. Update capital assets data and inventory information in the capital assets program, run appropriate reports and manage monthly data transfers. Use report writer to develop non-standard reports.
3. Inventory Clerk equipment including the completion of the appropriate paperwork to add and delete assets from inventory, tagging of equipment, delivery of surplus equipment to the proper locations, determining insurance values and tracking for inventory purposes.

4. Conduct research of missing items through various communications with all departments.
5. Notify County Risk Management Division of significant changes in status.
6. Coordinate titles and tags for County vehicles and vessels.
7. Handle all correspondence with regard to toll violations and notify Departments of payments due for County vehicles.
8. Attend meetings of the Board of County Commissioners, record proceedings, take accurate notes, administer oaths, and prepare Minutes for approval, as needed.
9. Prepare for meetings including set-up in automated agenda/minutes software and verify that affidavits are obtained, as needed.
10. Process signature folder of BCC-approved documents, and obtain and process necessary Ordinances, Resolutions, contracts and other documents resulting from BCC meetings.
11. Image BCC and VAB meeting back-up material.
12. Process and verify legal advertisements for publication in local newspaper.
13. Proofread Minutes written by other Deputy Clerks, as needed.
14. Provide clerical assistance to Clerk, including managing shared e-mail boxes, and for the Administrative Services Department, as needed.
15. Assist with VAB functions, including assisting customers with filing of petitions and attendance at VAB hearings, as needed.
16. Assist the public, County Departments and/or other agencies with research of Board records as necessary.
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. Customer service and inventory experience preferred.

Licenses/Certificates:

Must possess a valid Florida Driver License and be insurable by County standards.

EQUIPMENT USED:

Personal computer, handheld barcode scanner, copier, scanner, facsimile, phone.

ESSENTIAL SKILLS AND QUALIFICATIONS:

- Skill in interacting with the public, co-workers and intra-county office personnel in a professional manner, both in person and on the telephone
- Ability to communicate effectively orally and in writing
- Ability to perform duties with minimum supervision
- Proficient in use of Microsoft Office software, email, and Windows applications
- Ability to compose business correspondence and meeting Minutes
- Ability to take accurate meeting notes rapidly
- Possess proofreading skills
- Proficient in Business English and spelling
- Ability to type a minimum of 45 wpm
- Ability to interpret, comprehend and implement policies and procedures

ESSENTIAL PHYSICAL SKILLS:

Constant:

Acceptable eyesight (with or without correction), and acceptable hearing (with or without correction). Ability to communicate orally.

Frequent:

Climbing, walking, standing, kneeling, bending, and stooping. Sufficient physical strength, agility and freedom from disabling defects to work outdoors and around heavy equipment.

WORKING CONDITIONS:

Constant:

Office environment. Work closely with others. Must have reliable transportation which employee may be required to use if a County vehicle is not available.

Frequent:

Flexible hours as required. Outdoor work in summer weather, exposure to dust and dirt. Travel within the county, as required.

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