



# Doug Chorvat, Jr.

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

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**Job Number: 2023-03**

**Posting Date: 2/16/23**

**Closing Date: 3/8/23**

## JOB POSTING

### Civil Clerk I

#### Civil Courts Department

Salary Range: \$11.53 - \$16.14 per hour  
(Starting salary depends on qualifications)

Complete on-line application via Hernando County Clerk of Circuit Court website, [www.hernandoclerk.com](http://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 or email [hr@hernandoclerk.org](mailto:hr@hernandoclerk.org) Monday – Friday, from 8:00 a.m. – 5:00 p.m.

**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](http://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).

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### JOB SUMMARY:

Specialized clerical work processing paperwork and documentation, updating and maintaining civil program records, working with the public and outside agencies concerning civil case issues, providing accurate information and ensuring compliance with laws, regulations and procedures.

### ESSENTIAL JOB DUTIES:

1. Conduct necessary research to provide accurate information regarding case files or explanations to assure compliance with laws and regulations.
2. Input accurate data regarding Civil court cases into the case management system and meet performance measurements.
3. Intake new cases filed in Civil Courts through the ePortal, which includes time-stamping and scanning of documents and docketing to case.
4. Process, copy and distribute applicable court documentation to appropriate parties and agencies.

5. Open, sort and scan mail.
6. Generate any necessary dockets for court, if applicable.
7. Attend and clerk court hearings, as needed, representing the Clerk's Office in a professional manner. Record attendance and findings of the Court; administer the oath to witnesses, jurors and parties; and read the verdict in jury trials. Process and log evidence, ensuring evidence is secured.
8. Prepare, issue and execute subpoenas and summonses as needed.
9. Conduct foreclosure sales and prepare certificate of sale, disbursement and title.
10. Prepare and review necessary internal and outside agency reports.
11. Regular attendance and punctuality.

**OTHER JOB DUTIES:**

Perform other duties as assigned.

**JOB STANDARDS:**

**Education:**

High school diploma or equivalent.

**Experience:**

One of year of clerical experience and experience in related field preferred.

**Licenses/Certificates:**

N/A

**EQUIPMENT USED:**

Computer, calculator, copier, facsimile, scanner, telephone, audio/video equipment.

**ESSENTIAL SKILLS & QUALIFICATIONS:**

- Skill in interacting with the public, co-workers and intra-county office personnel in a professional manner
- Ability to communicate effectively both orally and in writing
- Knowledge of general office policies and procedures
- Proficient in use of Microsoft Office software, email, and Windows applications
- Typing speed of 45 wpm
- Skill in using personal computer

**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 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:**

Flexible hours as required by court schedules.

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