



Don Barbee, Jr.

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

Job Number 2016-08

Posted: 2/15/17

Closes: 2/22/17

JOB DESCRIPTION

JOB TITLE:	COURT CLERK I	PAY GRADE:	120
DEPARTMENT:	COURT SERVICES	SALARY RANGE:	\$22,000.00 – 30,800.00
DIVISION:	COURT CLERK/JURY SERVICES	REVISED:	AUGUST 2016
SUPERVISOR:	COURT CLERK/JURY SERVICES SUPERVISOR	NON-EXEMPT	

JOB SUMMARY:

Specialized clerical work involving the performance of courtroom duties, including evidence security and the preparation and processing of related documentation from court proceedings.

ESSENTIAL JOB DUTIES:

1. Represent the Clerk's Office in court proceedings in a professional manner.
2. Review court files and dockets for proper notification, become aware of vital details pertaining to individual cases and other necessary information.
3. Accurately perform data input during court sessions and print and process all related forms.
4. Administer the oath to witnesses, jurors, defendants and read the verdict in jury trials.
5. Maintain custody of and label all evidence items for identification, and exhibits in accordance with established policies and procedures.
6. Complete all necessary paperwork resulting from court proceedings, including commitments, judgments, sentences, dispositions, notices of forfeiture, issuance and/or recall of capias.
7. Distribute documentation from court proceedings to all agencies, parties, etc.
8. Assist attorneys, the offices of State Attorney, Public Defender, probation and law enforcement, the County Jail, and other agencies in inquiries as to case information.
9. Conduct necessary research to provide accurate information regarding files or explanations to ensure compliance with laws and regulations.
10. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

High school diploma or equivalent.

Experience:

Experience in related field preferred.

Licenses/Certificates:

NA

EQUIPMENT USED:

Computer, calculator, copier, facsimile, telephone.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Ability to communicate orally and in writing.
- Skill in interacting with the public, co-workers and intra-county office personnel in a professional manner.
- Ability to multi-task in a fast-paced environment.
- Must type 45 wpm.
- Proficient in using computer terminal.
- Ability to quickly and accurately enter pertinent data into court computer program and to disseminate that information to appropriate parties.
- Ability to lift baskets of files weighing up to 20 pounds and to transfer them back and forth from cart to desk.

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.

The Clerk of Circuit Court is an Equal Opportunity Employer.

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

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting Administrative Services, Human Resources, Job Applicant Center. If you have any questions or require assistance, please call 352-540-6208, Mon – Fri, 8:00 a.m. – 5:00 p.m.