



# Don Barbee, Jr.

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

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**Job Number 2015-01**

**Posted: 3/3/15**

**Closes: 3/10/15**

## JOB DESCRIPTION

<b>JOB TITLE:</b>	CRIMINAL CLERK I	<b>PAY GRADE:</b>	120
<b>DEPARTMENT:</b>	COURT SERVICES	<b>SALARY RANGE:</b>	\$22,000.00 - \$30,800.00
<b>DIVISION:</b>	CIRCUIT CRIMINAL	<b>REVISED:</b>	JANUARY 2015
<b>SUPERVISOR:</b>	CIRCUIT CRIMINAL SUPERVISOR	<b>NON-EXEMPT</b>	

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### JOB SUMMARY:

Process paperwork and documentation, update and maintain criminal program records, work with the public and outside agencies concerning criminal issues, provide accurate information and insure compliance with laws, regulations and procedures.

### ESSENTIAL JOB DUTIES:

1. Assist customers, callers and outside agencies courteously and promptly.
2. Conduct necessary research to provide accurate information regarding files or explanations to assure compliance with the laws and regulations.
3. Open, clock-in and sort mail when assigned.
4. Input accurate data into the criminal and imaging system meeting performance time standards.
5. Intake new cases, process, copy and distribute applicable court documentation to appropriate parties and agencies.
6. Process surety bonds and cash bonds accurately.
7. Generate and review necessary dockets for criminal court.
8. Prepare necessary documentation to insure compliance of all court activities including the preparation and distribution of capiases, warrants and court orders as required.
9. Prepare, issue and execute subpoenas and summonses as needed.
10. Receipt payments for fines, costs, fees and restitution while always ensuring the security of the monies received.
11. Ensure confidentiality of juvenile records and other confidential information contained in criminal records.

12. Assist in filing appropriate documentation in court files as needed.
13. Assist in court proceedings as required.
14. 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.
- Skill in interacting with the public, co-workers and intra-county office personnel in a professional manner.
- Must type 45 wpm.

**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.

**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](http://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.