

2012-08

POSTED: 07/13/12

CLOSING DATE: 07/20/12

****Starting salary may be below the salary range during the six-month training period. Absent extraordinary circumstances, the Clerk intends to fill this position at no more than the minimum in the pay range. ****

**HERNANDO COUNTY
CLERK OF CIRCUIT COURT
JOB DESCRIPTION**

JOB TITLE:	CRIMINAL CLERK – PART TIME	PAY GRADE:	
DEPARTMENT:	COURT SERVICES	SALARY RANGE:	\$8.00 - \$12.50
DIVISION:	CRIMINAL	REVISED:	JULY 2012
TITLE OF SUPERVISOR:	CRIMINAL/TRAFFIC SUPERVISOR	NON-EXEMPT	

JOB SUMMARY:

Responsible for alphabetizing, filing, scanning and typing and other clerical work as assigned. The job may require oral and written communication with different departments within the Clerk's Office and the public. This is an entry level part time position working approximately 20 hours per week.

ESSENTIAL JOB DUTIES:

1. Assist in scanning and filing of criminal/traffic court documents.
2. Input accurate data into the case management system.
3. Process, copy and distribute applicable court documentation to appropriate parties and agencies.
4. Assist in court proceedings as required.
5. Ensure confidentiality of juvenile records and other confidential information contained in criminal records.
6. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

High School Diploma.

Experience:

Office experience preferred but not a pre-requisite for applying.

Licenses/Certificates:

NA

EQUIPMENT USED:

Computer, scanner, calculator, copier, facsimile, telephone.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Ability to communicate orally and in writing.
- Personal computer skills.
- Must type 35 wpm.
- Knowledge of office practices and procedures.
- Ability to interact professionally in an office environment.

ESSENTIAL PHYSICAL SKILLS:

Constant:

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

Frequent:

Ability to access file cabinets for filing and retrieval of data, ability to sit at a desk and view a display screen for extended periods of time, ability to communicate in both written and oral forms.

WORKING CONDITIONS:

Constant:

Office environment, work closely with others.

Frequent:

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 Employment Opportunities, 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.

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 www.typingtest.com, print the results and attach to your on-line application.