



Doug Chorvat, Jr.

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

Job Number: 2023-09
Posting Date: 6/8/2023
Closing Date: open until filled

JOB POSTING

Criminal/Traffic Clerk I
Criminal Courts 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 or email hr@hernandoclerk.org Monday – Friday, from 8:00 a.m. – 5:00 p.m.

Note: 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 no cost by going to www.typingtest.com. Please print the results and attach 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:

Specialized clerical work involving processing paperwork and documentation related to criminal and traffic cases, update and maintain criminal and traffic program records, work with the public and outside agencies concerning criminal and traffic issues, and provide accurate information. Responsible for coordinating collection of overdue fines, costs and fees imposed on defendants in criminal and traffic cases and working with Clerk collection agency regarding collections. Ensure compliance with laws, regulations and procedures.

ESSENTIAL JOB DUTIES:

1. Input accurate data into the criminal, traffic and imaging system meeting performance time standards.
2. Assist outside agencies and callers courteously and promptly.
3. Conduct necessary research to provide accurate information regarding files or explanations to assure compliance with the laws and regulations.
4. Intake new criminal and traffic cases, process, copy and distribute applicable court documentation to appropriate parties and agencies.

5. Process surety bonds and cash bonds accurately.
6. Generate and review necessary dockets for criminal and traffic court.
7. Prepare necessary documentation to ensure compliance of all court activities including the preparation and distribution of capiases, warrants and court orders as required.
8. Open, clock-in and sort mail when assigned.
9. Prepare, issue and execute subpoenas and summonses as needed.
10. Process criminal appeals.
11. Ensure confidentiality of confidential information contained in criminal records.
12. Assist in filing appropriate documentation in court files as needed.
13. Compile and review reporting of traffic citations, reinstate suspended driver's license, and print histories from the DHSMV system as needed.
14. Run compliance report for fines due, verify cases and send out late notices on criminal cases.
15. Run compliance report for all compliance types, verify cases, and process D-6 driver's license suspension and financial suspension.
16. Run compliance report, verify cases, and flag cases for collections.
17. Complete daily status reports from Clerk collection agency.
18. Receipt all collection agency invoices, and balance, run distribution and deposit check.
19. Update case compliance records when partial payments are made.
20. Run daily TCATS reports and correct errors.
21. Attend court hearings as needed.
22. 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:

N/A

EQUIPMENT USED:

Computer, calculator, copier, facsimile, telephone.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Ability to communicate orally and in writing
- knowledge of general office protocol
- skill in using general office software applications (Word, Excel, Outlook, etc.)
- 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 to answer the telephone.

WORKING CONDITIONS:

Constant:

Office environment.

Frequent:

N/A

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