



Don Barbee, Jr.

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

Job Number 2016-01

Posted: 4/1/16

Closes: 4/10/16

Employment Opportunities

The office of Don Barbee, Jr., Clerk of Circuit Court & Comptroller, has both full- and part-time openings for Deputy Clerks in the Civil, Family Law and Official Records Divisions.

Some of the essential job functions for a Deputy Clerk include:

- Assist customers, callers and outside agencies courteously and promptly.
- Research questions related to case files and provide accurate information in compliance with Florida law.
- Process large volumes of legal pleadings and other case-related documents.
- Accurately enter data into the Clerk's case management system.
- Attend court hearings as necessary to keep court dockets, handle evidence, and swear witnesses.
- Receipt payment of child support, fines, costs, fees, or other court- related financial matters.
- Review, prepare and record legal documents in Official Records
- Process marriage license applications and perform marriage ceremonies
- Process passport applications
- Always represent the Clerk's Office in a professional manner, exhibiting integrity and compassion

Some of the qualifications for this position include:

- High school diploma or equivalent with additional consideration given to applicants with college credits, certifications or degrees.
- Excellent customer service and communication skills
- Clerical, criminal justice, and law-related experience are all preferable.
- Must be somewhat technology savvy as we deal with a variety of software applications.
- Minimum typing speed is 45 wpm

Interested? Please go to <http://hernandoclerk.com/administration/human-resources/> to learn more and to apply. All applications will be kept on file for up to one year should additional openings arise.

Salary range: \$22,000 - \$30,800 annually

****Note: Absent extraordinary circumstances, the Clerk intends to fill each position at no more than the minimum of its pay range. ****