



# 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 2013-07**

**Posted: 12/9/13**

**Closes: 12/16/13**

## JOB DESCRIPTION

<b>JOB TITLE:</b>	DEPUTY CLERK - ADMINISTRATIVE SERVICES	<b>PAY GRADE:</b>	120
<b>DEPARTMENT:</b>	ADMINISTRATION/BCC RECORDS	<b>SALARY RANGE:</b>	\$11.00 - \$15.00
<b>SUPERVISOR:</b>	DIRECTOR OF ADMINISTRATIVE SERVICES	<b>REVISED:</b>	DECEMBER 2013
		<b>NON-EXEMPT</b>	

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### JOB SUMMARY:

Provide receptionist duties and clerical/secretarial support to Clerk and Director of Administrative Services. Attend meetings of and prepare Minutes for various Boards and Committees. Perform Value Adjustment Board administrative functions.

### ESSENTIAL JOB DUTIES:

1. Greet and assist visitors to Administrative Office.
2. Provide clerical assistance to Clerk and Director of Administrative Services.
3. Process and distribute mail.
4. Process and verify legal advertisements for publication in local newspaper.
5. Prepare paperwork for bid openings, process received bid files and maintain bid logs.
6. Order and maintain office supplies for Administration/BCC Records.
7. Attend meetings of the Board of County Commissioners, Metropolitan Planning Organization Board and Affordable Housing Advisory Committee, record proceedings, take accurate notes, administer oaths, and prepare Minutes for approval.
8. Proofread Minutes written by other Deputy Clerks.
9. Prepare for meetings including set-up in MinuteTraQ software and verifying that affidavits are obtained.
10. Process signature folder of BCC-approved documents, and obtain and process necessary Ordinances, Resolutions, contracts and other documents resulting from BCC meetings.
11. Image meeting back-up material.

12. Maintain up-to-date contracts and agreements lists.
13. Prepare and maintain file of Records Inventory/Transfer Sheets and Micrographics Work Orders for all files.
14. Assist in the performance of VAB functions, including attendance at meetings, preparation of meeting Minutes, filing of petitions and attendance at VAB hearings.
15. Distribute Code of Ordinances supplements and update office copy of Code of Ordinances book.
16. Receipt in monies and prepare Revenue Summary Report, as necessary.
17. Process work orders for Clerk's Office.
18. Regular attendance and punctuality.

**OTHER JOB DUTIES:**

Perform other duties as assigned.

**JOB STANDARDS:**

**Education:**

High school diploma or equivalent.

**Experience:**

Two years of secretarial experience; and one year of writing experience.

**Licenses/Certificates:**

N/A

**EQUIPMENT USED:**

Personal computer, printer, digital recording/transcription software, scanner, facsimile, copier, telephone.

**ESSENTIAL SKILLS & QUALIFICATIONS:**

- Type at least 50 wpm.
- Skill in interacting with the public, co-workers and intra-county office personnel in a professional manner.
- Proficient in use of Word software, e-mail and Windows applications.
- Ability to compose business correspondence and meeting Minutes.
- Ability to communicate orally and in writing.
- Ability to take accurate meeting notes rapidly.

- Possess proofreading skills.
- Proficient in Business English and spelling.
- Ability to perform duties with minimum supervision.

**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:**

Meeting room environment. Flexible hours as required by meeting schedules.

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