



Don Barbee, Jr.

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

Job Number 2016-05

Posted: 7/8/16

Closes: 7/17/16

JOB DESCRIPTION

JOB TITLE:	DEPUTY CLERK I	PAY GRADE:	120
DEPARTMENT:	COURT SERVICES	SALARY RANGE:	\$22,000.00 – 30,800.00
DIVISION:	CIVIL COURTS	REVISED:	APRIL 2016
SUPERVISOR:	CIVIL COURTS SUPERVISOR	NON-EXEMPT	

JOB SUMMARY:

Specialized clerical work processing paperwork and documentation, updating and maintaining civil program records, working with the public and outside agencies concerning civil case issues, providing accurate information and ensuring compliance with laws, regulations and procedures.

ESSENTIAL JOB DUTIES:

1. Conduct necessary research to provide accurate information regarding case files or explanations to assure compliance with laws and regulations.
2. Input accurate data into the civil software system and meet performance measurements.
3. Intake new cases filed in Civil Courts through the ePortal, as well as over the counter, which includes time-stamping and scanning of documents and docketing to case.
4. Process, copy and distribute applicable court documentation to appropriate parties and agencies.
5. Assist customers courteously and promptly.
6. Open, sort and scan mail.
7. Generate any necessary dockets for court, if applicable.
8. Attend and clerk court hearings, as needed, representing the Clerk's Office in a professional manner. Record attendance and findings of the Court; administer the oath to witnesses, jurors and parties; and read the verdict in jury trials. Process and log evidence, ensuring evidence is secured.
9. Prepare, issue and execute subpoenas and summonses as needed.
10. Conduct foreclosure sales and prepare certificate of sale, disbursement and title.
11. Prepare and review necessary internal and outside agency reports.

12. Ensure that monies received are secured at all times. Receive and validate monies paid to the Civil Division, balance cash and checks to cash register total and complete summary report daily, and prepare daily checkout sheets for the Financial Services Department.
13. 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, scanner, telephone, audio/video equipment.

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.
- Skill in using personal computer.

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:

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, 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.