



Don Barbee, Jr.

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

Job Number: 2016-06
Posting Date: October 11, 2016
Closing Date: October 18, 2016

JOB DESCRIPTION

JOB TITLE:	CIVIL CLERK – PART TIME	PAY GRADE:	120
DEPARTMENT:	COURT SERVICES	SALARY RANGE:	\$10.58 - \$14.81/hour
DIVISION:	CIVIL	REVISED:	AUGUST 2016
TITLE OF SUPERVISOR:	CIVIL COURTS SUPERVISOR	NON-EXEMPT	

JOB SUMMARY:

This is a part-time position working approximately 25-30 hours per week. 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:

Office experience preferred but not a prerequisite 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.
- Skill in interacting with the public, co-workers and intra-agency personnel in a professional manner.

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:

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 About Us, 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.

If minimum typing speed is required and this information is not provided, you will not be considered for the position. You may take a no-cost typing test at www.typingtest.com, print the results and attach to your on-line application.