



Don Barbee, Jr.

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

Job Number 2015-07

Posted: 12/29/15

Closes: 1/6/16

JOB DESCRIPTION

JOB TITLE:	DEPUTY CLERK I	PAY GRADE:	120
DEPARTMENT:	COURT SERVICES	SALARY RANGE:	\$22,000.00 – 30,800.00
DIVISION:	COUNTY CRIMINAL	REVISED:	OCTOBER 2015
SUPERVISOR:	COUNTY CRIMINAL SUPERVISOR	NON-EXEMPT	

JOB SUMMARY:

Process paperwork and documentation, update and maintain criminal and traffic program records, work with the public and outside agencies concerning criminal and traffic issues, provide accurate information and insure compliance with laws, regulations and procedures.

ESSENTIAL JOB DUTIES:

1. Assist customers, callers and outside agencies courteously and promptly.
2. Receipt payments for fines, costs, fees and restitution while always ensuring the security of the monies received.
3. Conduct necessary research to provide accurate information regarding files or explanations to assure compliance with the laws and regulations.
4. Open, clock-in and sort mail when assigned.
5. Input accurate data into the criminal, traffic and imaging system meeting performance time standards.
6. Intake new criminal and traffic cases, process, copy and distribute applicable court documentation to appropriate parties and agencies.
7. Process surety bonds and cash bonds accurately.
8. Generate and review necessary dockets for criminal and traffic court.
9. Prepare necessary documentation to insure compliance of all court activities including the preparation and distribution of capiases, warrants and court orders as required.
10. Prepare, issue and execute subpoenas and summonses as needed.
11. Ensure confidentiality of confidential information contained in criminal records.
12. Compile and review reporting of traffic citations, reinstate suspended driver's license, and print histories from the DHSMV system as needed.

13. Balance cash and checks to the cash register total and complete summary report daily.
14. Assist in filing appropriate documentation in court files as needed.
15. Attend court hearings as needed.
16. 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, telephone.

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.

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.

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.