



# 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: 2015-06**  
**Posting Date: 10/26/15**  
**Closing Date: 11/03/15**

## JOB DESCRIPTION

<b>JOB TITLE:</b>	DEPUTY CLERK PART TIME-COURTS	<b>PAY GRADE:</b>	120
<b>DEPARTMENT:</b>	COURT SERVICES	<b>SALARY RANGE:</b>	\$22,000.00-\$30,800.00
<b>DIVISION:</b>	CIVIL COURTS	<b>REVISED:</b>	OCTOBER 2015
<b>SUPERVISOR:</b>	CIVIL COURTS SUPERVISOR	<b>NON-EXEMPT</b>	

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### JOB SUMMARY:

Responsible for alphabetizing, filing, scanning and typing and other clerical work as assigned. The job may require oral and written communication with different departments within the Clerk's Office and the public. This is an entry-level, part-time position working approximately 20 hours per week.

### ESSENTIAL JOB DUTIES:

1. Prepare and scan new cases filed in all civil courts, time stamp documents, prepare copies and other information, and place into appropriate court files.
2. Input accurate data into the case management system.
3. Process, copy and distribute applicable court documentation to appropriate parties and agencies.
4. Assist in court proceedings as required.
5. Meet performance measures.
6. Regular attendance and punctuality.

### OTHER JOB DUTIES:

Perform other duties as assigned.

### JOB STANDARDS:

#### Education:

High School Diploma.

#### Experience:

Office experience preferred but not a prerequisite for applying.

**Licenses/Certificates:** N/A

**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.
- Ability to interact professionally in an office environment.

**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:**

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](http://www.hernandoclerk.com), by selecting Administration, 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 typing test at [www.typingtest.com](http://www.typingtest.com), print the results and attach to your on-line application.**