

2011-13

POSTED: 10/11/11

CLOSING DATE: 10/18/11

NOTE: Requires rotational night and weekend on call status for domestic violence.

**HERNANDO COUNTY
CLERK OF CIRCUIT COURT**

JOB DESCRIPTION

JOB TITLE:	FAMILY LAW CLERK I	PAY GRADE:	109
DEPARTMENT:	COURT SERVICES	SALARY RANGE:	\$11.32 - \$17.88
DIVISION:	FAMILY LAW	REVISED:	JUNE 2011
TITLE OF SUPERVISOR:	FAMILY LAW SUPERVISOR	NON-EXEMPT	

JOB SUMMARY:

Attend court proceedings as needed; process paperwork and documentation as needed; update and maintain child support program records and balances; working with the public and outside agencies concerning family law issues, domestic violence issues, confidentiality of juvenile and adoption cases and review the accounting of support cases. Responsible for the security of funds and receiving monies involving the Family Law Division. Maintain accurate records and validate all receipts.

ESSENTIAL JOB DUTIES:

1. Attend all court proceedings as needed.
2. Conduct necessary research to provide accurate information regarding files or explanations to assure compliance with the laws and regulations.
3. Input accurate data into the child support accounting and civil system.
4. Intake new cases, time stamp documents, prepare copies and other information, and place into appropriate court files.
5. Assist in filing appropriate documentation in court files as needed.
6. Calculate case arrearage, public assistance obligations and ongoing support obligations.
7. Prepare necessary documentation to insure compliance of all court activities.
8. Process, copy and distribute applicable court documentation to appropriate parties and agencies.
9. Prepare, issue and execute subpoenas and summonses as needed.
10. Prepare necessary internal and outside agency reports.
11. Generate and review necessary dockets for court, if applicable.
12. Ensure confidentiality of juvenile records and adoptions.
13. Receive, secure and validate monies paid to the Family Law Division.

14. Balance cash and checks to the cash drawer total and complete summary report daily.
15. Prepare daily check-out sheets and deposit slips for the Finance Department.
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:

Must have valid Florida driver's license, maintain automobile insurance and have reliable transportation.

EQUIPMENT USED:

Computer, calculator, copier, facsimile, telephone.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Ability to communicate orally.
- Must type 45 wpm.
- Skill in using a computer terminal.
- Skill in interacting with the public 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 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. Night and weekend on call status for domestic violence.

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).****

Note: Starting salary may be below salary range during six-month training period.

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting Employment Opportunities, Job Applicant Center. If you have any questions, or require assistance, please call 352-540-6216, Mon – Fri, 8:00 am – 5:00 pm.

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, print the results and attach to your on-line application.