



Don Barbee, Jr.

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

Job Number: 2018-03
Posting Date: 06/25/18
Closing Date: 07/04/18

JOB DESCRIPTION

JOB TITLE:	FAMILY LAW CLERK PART-TIME	PAY GRADE:	120
DEPARTMENT:	COURT SERVICES	SALARY RANGE:	\$10.58 - \$14.81
DIVISION:	FAMILY LAW	REVISED:	AUGUST 2016
SUPERVISOR:	FAMILY LAW 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 child support program records and balances; attending court proceedings as needed; working with the public and outside agencies concerning family law issues, domestic violence issues, confidentiality of juvenile dependency, juvenile delinquency and adoption cases; and reviewing the accounting of support cases. Responsible for the security of funds and receiving monies involving the Family Law Division.

ESSENTIAL JOB DUTIES:

1. Conduct necessary research to provide accurate information regarding files or explanations to assure compliance with the laws and regulations.
2. Input accurate data into the child support accounting and civil system.
3. Intake new cases filed through the ePortal, as well as over the counter, which includes time-stamping and scanning of documents and docketing to case.
4. Assist in filing appropriate documentation in court files as needed.
5. Calculate case arrearage, public assistance obligations and ongoing support obligations.
6. Attend and clerk court hearings, as needed, representing the Clerk's Office in a professional manner. Record attendance and findings of the Court, and administer the oath to witnesses and parties. Process and log evidence, ensuring evidence is secured.
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 delinquency and dependency records and adoptions.
13. Receive, secure and validate monies paid to the Family Law Division; balance cash and checks to the cash drawer total and complete summary report daily; and prepare daily check-out sheets and deposit slips for the Financial Services Department.
14. 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:

N/A

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, 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 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:

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