

2011-09

POSTED: 7/20/11

CLOSING DATE: 7/27/11

**HERNANDO COUNTY
CLERK OF CIRCUIT COURT
JOB DESCRIPTION**

JOB TITLE:	CENTRAL FILE CLERK I	PAY GRADE:	107
DEPARTMENT:	RECORDS MANAGEMENT	SALARY RANGE:	\$10.21 - \$16.14
DIVISION:	RECORDS STORAGE	REVISED:	JULY 2011
TITLE OF SUPERVISOR:	CENTRAL FILE CLERK III	NON-EXEMPT	

JOB SUMMARY:

Clerical work relating to the filing and distribution of legal documents and court records. Work with the public and outside agencies concerning access to court records. Provide accurate information and insure compliance with laws, regulations and procedures.

ESSENTIAL JOB DUTIES:

1. Sort court documents numerically, alphabetically or by other established classifications.
2. Ensure that all documents received for filing are accurately and expeditiously placed in files by established deadlines.
3. On a schedule, retrieve records from requested work orders, lists and dockets and deliver to various departments.
4. File case files on the appropriate shelf, ensuring that they are in the correct order. Make new volumes as needed per procedure.
5. Assist the public at counter and with Public Inquiry Terminals. Answer the telephone and make necessary referrals; make copies requested and process payment receipts.
6. Maintain files in a neat and orderly manner; become familiar with court documents and take appropriate action with respect to case files. Download and print bar codes (file #s) to be placed on files.
7. Accurately perform data input of court evidence into electronic tracking system, print inventory report and barcode labels.
8. Input and maintain accurate online inventory of all court files checked in and out of the Central File Room.
9. Conduct and complete monthly file closeouts and inventories as scheduled.
10. Assist and direct citizens in the Atrium to their desired destination. Ensure that the Atrium Reception Desk continually reflects a professional appearance at all times.

11. Follow established procedures for job duties as outlined in the Central File Room Policy and Procedures Manual.
12. Ensure the confidentiality of non-public court files and other confidential or sensitive information contained in court records.
13. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

High school diploma or equivalent.

Experience:

At least one year clerical/filing experience preferred.

Licenses/Certificates:

NA

EQUIPMENT USED:

Telephone, computer, moveable file shelving, printer, facsimile, bar-code scanner, calculator, copier, file cart.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Ability to communicate orally.
- Knowledge of general office policies and procedures.
- Ability to accurately and efficiently sort and file numerically.
- Ability to effectively follow written and oral instructions.
- Basic typing skills.
- Skill in interacting with the public, co-workers and intra-county office 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. Ability to bend, stretch and lift.

Frequent:

Ability to access file cabinets/moveable shelving for filing and retrieval of records. Ability to communicate orally in order to answer the telephone. Ability to lift up to 30 lbs. Ability to stand for long periods of time. Ability to push/pull loaded file cart weighing up to 140 lbs. throughout government complex to perform file run. Ability to repeatedly bend, stretch, stoop, climb on ladder or stool and/or squat.

WORKING CONDITIONS:

Constant:

Office environment. Work closely with others. Frequent contact with the public.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.