



# 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: 2013-06**  
**Posting Date: September 16, 2013**  
**Closing Date: September 25, 2013**

## JOB DESCRIPTION

<b>JOB TITLE:</b>	FINANCE CLERK – PART-TIME	<b>PAY GRADE:</b>	100
<b>DEPARTMENT:</b>	FINANCIAL SERVICES	<b>SALARY RANGE:</b>	\$8.00 - \$12.00
<b>TITLE OF SUPERVISOR:</b>	ACCOUNTING DIVISION SUPERVISOR	<b>REVISED:</b>	JANUARY 2013
<b>NON-EXEMPT</b>			

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### JOB SUMMARY:

This position is responsible for performing receptionist duties for the Financial Services Department and providing assistance to the public and other departments, as well as data entry, scanning, filing, maintaining Excel spreadsheets, preparing and distributing payroll and accounts payable checks, and other general clerical tasks as needed. This position is a part-time position working approximately 30 hours per week.

### ESSENTIAL JOB DUTIES:

1. Perform receptionist duties in the Financial Services Department, including but not limited to, professionally assisting customers who enter the office, answering phones and clocking in the mail.
2. Prepare for distribution and distribute all accounts payable and payroll checks.
3. Issue receipts and prepare deposits as needed. Perform as back-up for the Banking and Finance Clerk.
4. Accept control of prepared bank deposits from other departments, and consolidate for pick-up by armored guard service.
5. Perform data entry and assist with daily work for Accounting Division, including some pre-audit functions. Maintain spreadsheets and type reports and correspondence as requested.
6. Assist the Grants Compliance Accountant with grant-related tasks as needed.
7. Regular attendance and punctuality.

### OTHER JOB DUTIES:

Perform other duties as assigned.

**JOB STANDARDS:**

**Education:**

High school diploma or equivalent.

**Experience:**

Office experience preferred, but not a prerequisite.

**Licenses/Certificates:**

N/A

**EQUIPMENT USED:**

Personal computer/terminal, calculator, copier, scanner and facsimile.

**ESSENTIAL SKILLS & QUALIFICATIONS:**

- Skill in using a calculator.
- Personal computer skills.
- Familiarity with Excel.
- Must type 35 wpm.
- Ability to communicate orally and in writing.
- 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 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.

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.**