



Don Barbee, Jr.

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

Job Number 2015-03

Posted: 7/20/15

Closes: 7/27/15

JOB DESCRIPTION

JOB TITLE:	JURY CLERK – PART-TIME	PAY GRADE:	120
DEPARTMENT:	CRIMINAL COURTS	SALARY RANGE:	\$22,000.00 – 30,800.00 annually (full-time)
DIVISION:	COURT CLERK/RECORDS	REVISED:	JANUARY 2015
SUPERVISOR:	COURT CLERK/RECORDS SUPERVISOR	NON-EXEMPT	

JOB SUMMARY:

Process paperwork and documentation relating to all phases of jury management, provide accurate information and ensure compliance with laws, regulations and procedures. This position is a part-time position working approximately 25-30 hours per week.

ESSENTIAL JOB DUTIES:

1. Generate summonses and failure to appear notices, grant excusals and postponements to jurors according to guidelines.
2. Conduct jury orientation and obtain correct data.
3. Administer oath and have jurors complete questionnaires before voir dire, if needed.
4. Process payments to jurors.
5. Assist in the preparation of monthly reports relating to the provision of jury services.
6. Assist officers and witnesses in preparing witness fee and mileage forms and forward to the Financial Services Department for payment.
7. 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, audio/video equipment.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Ability to communicate orally and in writing.
- Skill in interacting with the public, co-workers and intra-county office personnel in a professional manner.
- Must type 35 wpm.

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.

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.