



Doug Chorvat, Jr.

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

Job Number: 2022-29
Posting Date: 12/27/22
Closing Date: 1/15/23

JOB POSTING

Official Records Clerk I
Customer Service Department
Salary Range: \$11.53 - \$16.14 per hour
(Starting salary depends on qualifications)

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting About Us, Human Resources, Job Applicant Center. If you have any questions or require assistance, please call (352) 540-6233 or email hr@hernandoclerk.org Monday – Friday, from 8:00 a.m. – 5:00 p.m.

Note: If minimum typing speed is required under the “Essential Skills and Qualifications” section, you must provide this information in order to be considered for the position. You may take a typing test at no cost by going to www.typingtest.com. Please attach the results to your on-line application.

The Hernando County Clerk of Circuit Court is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employment preference is given to applicants who do not use a tobacco product(s).

JOB SUMMARY:

Clerical work relating to the processing of legal documents received for recording as Official Records; enter indexing information for documents recorded into computer; verify accuracy of daily recording index; process Marriage Licenses; perform marriage ceremonies; and process Passport applications.

ESSENTIAL JOB DUTIES:

1. Review legal documents for recording, ensuring that appropriate information is indicated on the document according to procedure. Smudge seals, verify that documents include return addresses and affix appropriate labels that may include, documentary stamps and intangible tax. Collect appropriate fees and process receipt for monies.
2. Record and scan documents into the Official Records Books of Hernando County. Return documents to customers by mail or in person after the recording process has been completed.
3. Input pertinent indexing information from images of legal documents received for recording in computer.
4. Verify accuracy of daily recording index and scanned images, and make necessary corrections.

5. Prepare and certify copies.
6. Prepare Clerk Certificates and various forms upon request from the public.
7. Meet productivity standards/expectations.
8. Process Marriage License applications as needed.
9. Schedule and perform marriage ceremonies as needed. Prepare special marriage certificates; prepare vital statistics report and transmit electronically to the State Bureau of Vital Statistics.
10. Process passport applications and prepare passport transmittals as needed.
11. Compose correspondence to the public, attorneys, title companies, etc.
12. Provide guidance to customers on conducting land and court record searches, as needed.
13. Assist the public at the counter and over the telephone in a professional and efficient manner, including administering oaths, and witnessing and sealing signatures, when backup coverage at the Customer Service Center is necessary due to being short-staffed.
14. As applicable, ensure that monies received are secured at all times; receive and validate monies paid to the Official Records Division; balance cash and checks to cash register total and complete summary report daily; and prepare daily checkout sheets for the Financial Services Department.
15. 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:

Personal computer, telephone, copy machine, calculator, microfilm reader, document scanner, time stamp machine.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Ability to communicate orally and in writing.
- Knowledge of general office policies and procedures.

- Skill in interacting with the public, co-workers and intra-county office personnel in a professional manner.
- Type at the rate of 45 wpm.
- Ability to correctly interpret and carry out written and oral instructions.

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 sit for prolonged periods of time.

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.

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