



Doug Chorvat, Jr.

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

Job Number: 2021-17

Posting Date: 10/31/21

Closing Date: 11/15/21

JOB POSTING

Official Records Clerk – Part-time
Administrative Services Department
Salary Range: \$11.53 - \$16.14 per hour
Starting salary DOQ

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 and this information is not provided, you will not be considered for the position. You may take a typing test at no cost by going to www.typingtest.com. Please print the results and attach 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; processing Marriage Licenses and performing marriage ceremonies; and processing Passport applications. Responsibilities include assisting the public at the counter and on the telephone.

ESSENTIAL JOB DUTIES:

1. Assist the public at the counter and over the telephone in a professional and efficient manner.
2. 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.
3. Record and scan documents into the Official Records Book of Hernando County. Return documents to customers by mail or in person after the recording process has been completed.

4. Input pertinent indexing information from images of legal documents received for recording in computer.
5. Verify accuracy of daily recording index and scanned images, and make necessary corrections.
6. Provide coverage for atrium information desk, providing directions to citizens and answering telephone lines, during lunch or other absences by Information Clerk.
7. Prepare and certify copies.
8. Prepare Clerk Certificates and various forms upon request from the public.
9. 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. Prepare daily checkout sheets for the Financial Services Department.
10. Process Marriage License applications as needed.
11. 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.
12. Process passport applications and prepare passport transmittals as needed.
13. Process redactions (removal of non-public information) on daily recordings.
14. Meet productivity standards/expectations.
15. Compose correspondence to the public, attorneys, title companies, etc.
16. Provide guidance to customer on conducting land and court record searches.
17. 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, copy machine, calculator, microfilm/microfiche reader printers, 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.

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. Ability to lift up to 20 lbs.

WORKING CONDITIONS:

Constant:

Office environment. Work closely with others.

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