



Doug Chorvat, Jr.

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

Job Number: 2023-17

Posting Date: 12/04/23

Closing Date: 12/15/23

JOB POSTING PROBATE CLERK I

Court Services Department

Salary Range: \$15.76 - \$20.44 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.

Pursuant to Chapter 295, Florida Statutes, candidates eligible for Veterans’ Preference will receive preference in employment for vacancies and are encouraged to apply. Certain service members may be eligible to receive waivers for postsecondary educational requirements. Candidates claiming Veterans’ Preference must attach supporting documentation with each submission that includes character of service (for example, DD Form 214) along with any other documentation as required by Rule 55A-7, Florida Administrative Code.

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. Applicants wishing to request an accommodation should contact the Human Resources Department by email at hr@hernandoclerk.org or by phone at (352) 540-6233.

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

JOB SUMMARY:

Process paperwork and documentation, update and maintain probate program records, work with the public and outside agencies concerning probate issues, provide accurate information and ensure compliance with laws, regulations and procedures. Process appeals for all court divisions.

ESSENTIAL JOB DUTIES:

1. Conduct necessary research to provide accurate information regarding files or explanations to assure compliance with the laws and regulations.
2. Attend Probate Court proceedings as needed.
3. Input accurate data into the probate system and meet performance measures.
4. Intake new cases, time stamp documents, prepare copies and other information, and place into appropriate court files.
5. Process, copy and distribute applicable court documentation to appropriate parties and agencies.
6. Prepare, issue and execute subpoenas and summonses as needed.
7. Assist in audit inventory and annual accounting of guardianship cases as needed.
8. Assist in the processing of related matters such as caveats, wills, ex parte orders and mental health cases.
9. Prepare necessary internal and outside agency reports.
10. Prepare, distribute and maintain records on appeal for all divisions within Court Services.
11. Perform cashier function.
12. 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:

NA

EQUIPMENT USED:

Computer, calculator, copier, facsimile, telephone.

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 45 wpm.
- Skill in using a computer terminal.

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.