

2012-02

POSTED: 01/12/12

CLOSING DATE: 01/20/12

****Starting salary may be below the salary range during the six-month training period. Absent extraordinary circumstances, the Clerk intends to fill this position at no more than the minimum in the pay range. ****

**HERNANDO COUNTY
CLERK OF CIRCUIT COURT
JOB DESCRIPTION**

JOB TITLE:	PROBATE CLERK I	PAY GRADE:	109
DEPARTMENT:	COURT SERVICES	SALARY RANGE:	\$11.32 - \$17.88
DIVISION:	PROBATE	REVISED:	OCTOBER 2009
TITLE OF SUPERVISOR:	CIVIL COURT MANAGER	NON-EXEMPT	

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 insure compliance with laws, regulations and procedures.

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. Perform cashier function.
11. 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.
- Must type 35 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.

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 Employment Opportunities, Job Applicant Center. If you

have any questions, or require assistance, please call 352-540-6216, Mon – Fri, 8:00 am – 5:00 pm.

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.