



Don Barbee, Jr.

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

Job Number: 2016-04
Posting Date: June 22, 2016
Closing Date: June 30, 2016

JOB DESCRIPTION

JOB TITLE:	RECORDS CLERK – PART-TIME	PAY GRADE:	120
DEPARTMENT:	ADMINISTRATIVE SERVICES	SALARY RANGE:	\$16,504.80 – 23,103.60
DIVISION:	RECORDS STORAGE	REVISED:	JUNE 2016
SUPERVISOR:	OPERATIONS MANAGER	NON-EXEMPT	

JOB SUMMARY:

Clerical work relating to the filing, storage and distribution of records located at the Records Storage Facility. This is an entry-level, part-time position working approximately 25-30 hours per week.

ESSENTIAL JOB DUTIES:

1. Sort and file all incoming records numerically, alphabetically or by other established classifications.
2. Retrieve and deliver records on a schedule to designated departments daily, utilizing motorized cart.
3. Input and maintain online inventory of all records checked in and out of the Records Storage Facility.
4. Ensure that all records received for filing are accurately and expeditiously accounted for and filed.
5. Maintain records in a neat and orderly manner. Become familiar with all records at the facility and take appropriate action as needed.
6. Ensure that court evidence located at or transferred to the Records Storage Facility is secured and processed with strict adherence to established policies and procedures to ascertain that accurate chain-of-custody control and accountability is maintained. Ensure that evidence locker keys are secured at all times.
7. Ensure the confidentiality of non-public court files and other confidential or sensitive information contained in court records.
8. Answer the telephone and make necessary referrals.
9. Perform clerical work of indexing, labeling and filing for boxes and materials, and other records received for storage. Compose and type various correspondence as assigned.
10. Prepare records, documents and other data in the appropriate format to be disposed of.

11. Edit filmed/scanned records for quality and content according to established procedures.
12. Transport jurors, volunteers, and/or general public, as necessary, utilizing motorized cart.
13. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

High school diploma or equivalent.

Experience:

Light clerical background with experience in related field preferred.

Licenses/Certificates:

Valid Florida driver's license.

EQUIPMENT USED:

Personal computer, printer, copier, facsimile, microfilm/microfiche reader/printers, digital scanner, microscope, postage machine, motorized cart, paper shredder, mail cart and County-owned motor vehicle (truck/car/van).

ESSENTIAL SKILLS & QUALIFICATIONS:

- Ability to communicate orally and in writing.
- Ability to effectively follow written and oral instructions.
- Strong organizational skills.
- Ability to type 35 wpm.
- Ability to perform duties with minimum supervision.
- Skill in interacting with the public, co-workers and intra-county office personnel in a professional manner.
- Knowledge of Business English and spelling.
- General computer skills.
- Ability to safely operate motorized cart and/or motor vehicle.

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 bend, stretch and lift.

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 50 lbs. Ability to stand for long periods of time. Ability to push/pull loaded cart weighing up to 140 lbs. throughout the government complex to perform records delivery/retrieval and/or mail run. Ability to repeatedly bend, stretch, stoop and/or squat.

WORKING CONDITIONS:

Constant:

Office/warehouse environment, work closely with others. Work with minimal supervision.

Daily exposure to outdoor weather conditions associated with file delivery and operation of motorized cart.

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 no-cost typing test at www.typingtest.com, print the results and attach to your on-line application.