

2012-05

POSTED: 05/16/12

CLOSING DATE: 05/23/12

****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:	RECORDS STORAGE CLERK I	PAY GRADE:	107
DEPARTMENT:	RECORDS MANAGEMENT	SALARY RANGE:	\$10.21 - \$16.14
DIVISION:	RECORDS STORAGE	REVISED:	NOVEMBER 2009
TITLE OF SUPERVISOR:	RECORDS MANAGER	NON-EXEMPT	

JOB SUMMARY:

Clerical work relating to the filing and distribution of records located at the Records Storage Facility. Technical work relating to the microfilming/imaging of records operating a variety of specialized digital and micrographics equipment.

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 & 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. Assist the public at the counter. Answer the telephone and make necessary referrals.
9. Receive and process request for copies of records as needed. Receive monies. Prepare daily checkout sheets and deposit slips. Ensure monies are secured at all times.
10. Perform clerical work of indexing, labeling and filing for boxes, microfilm and materials, and other records received for storage. Compose and type various correspondence as assigned.

11. Prepare records, documents and other data in the appropriate format to be microfilmed/imaged.
12. Film/scan records using microfilm camera or imaging equipment which may include personal computers attached for the input of various data. Edit filmed/scanned records for quality and content according to established procedures.
13. Transport jurors, volunteers, and/or general public, as necessary, utilizing motorized cart.
14. Back up Central Mail Room and Central File Room as necessary.
15. 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 camera/reader/printers, digital scanner, microscope, densitometer, 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 and intra-county office personnel in a professional manner, in person and on the telephone.
- Knowledge of Business English and spelling.

- General computer skills.
- Ability to safely operate motorized cart and/or motor vehicle.
- Ability to perform general mail room operations for back-up purposes.

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 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.