

2012-01

Posted: 01/12/12

Closes: 01/19/12

Temporary, part-time, student position (must be able to work 25 hrs per week between the hours of 8:00 - 5:00, M-F).

*** Must be a student enrolled in an accredited educational or vocational program ***

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

JOB TITLE:	STUDENT CLERK	PAY GRADE:	102
DEPARTMENT:	FINANCE	SALARY RANGE:	\$7.91 - \$12.49
DIVISION:		REVISED:	OCTOBER 2008
TITLE OF SUPERVISOR:	FINANCE OFFICE MGR/ACCOUNTANT	NON-EXEMPT	

JOB SUMMARY:

Responsible for alphabetizing, filing, scanning and keypunching any clerical work assigned, oral and written communication with the public, and general errands as assigned. This is a temporary position reserved strictly for students.

ESSENTIAL JOB DUTIES:

1. Responsible for accurately scanning/filing in a timely manner.
2. Responsible for pre-audit and keypunching of clerical documents accurately and timely.
3. Ability to prepare correspondence within the office and to the public.
4. Professionally assist the public at the counter and on the telephone.
5. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

Must be a bona fide student in an accredited educational or vocational program.

Experience:

Any business classes taken.

Licenses/Certificates:

NA

STUDENT CLERK

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EQUIPMENT USED:

Computer, scanner, calculator, copier, facsimile, telephone.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Ability to communicate orally and in writing.
- Personal computer skills.
- Must type 35 wpm.
- Knowledge of office practices and procedures.
- Ability to interact professionally in an office environment.

ESSENTIAL PHYSICAL SKILLS:

Constant:

Acceptable eyesight (with or without correction), acceptable hearing (with or without correction), ability to access, input and retrieve information from computer.

Frequent:

Ability to access file cabinets for filing and retrieval of data, ability to sit at a desk and view a display screen for extended periods of time, ability to communicate orally, in order to answer the telephone.

WORKING CONDITIONS:

Constant:

Office environment, work closely with others.

Frequent:

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).****

Note: Starting salary may be below salary range during six-month training period.

Complete and submit application via Clerk website, www.hernandoclerk.com, Employment Opportunities, Job Applicant Center.