

2012-07

POSTED: 07/6/12

CLOSING DATE: 07/13/12

Temporary, part-time, student position (must be able to work 20-25 hours per week).

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

**HERNANDO COUNTY  
CLERK OF CIRCUIT COURT**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	STUDENT CLERK	<b>PAY GRADE:</b>	102
<b>DEPARTMENT:</b>	FINANCE	<b>SALARY RANGE:</b>	\$7.91 - \$12.49
<b>DIVISION:</b>	ACCOUNTS PAYABLE	<b>REVISED:</b>	JUNE 2012
<b>TITLE OF SUPERVISOR:</b>	ACCOUNTS PAYABLE SUPERVISOR	<b>NON-EXEMPT</b>	

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**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. 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

**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)\*\***

Complete on-line application via Hernando County Clerk of Circuit Court website, [www.hernandoclerk.com](http://www.hernandoclerk.com), by selecting Employment Opportunities, 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 typing test at [www.typingtest.com](http://www.typingtest.com), print the results and attach to your on-line application.**