



Don Barbee, Jr.

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

Job Number 2013-02

Posted: 3/1/13

Closes: 3/8/13

JOB DESCRIPTION

JOB TITLE:	STUDENT CLERK	PAY GRADE:	100
DEPARTMENT:	FINANCIAL SERVICES	SALARY RANGE:	\$8.00 - \$12.00
DIVISION:	ACCOUNTING	REVISED:	FEBRUARY 2013
TITLE OF SUPERVISOR:	ACCOUNTING DIVISION SUPERVISOR	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

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.

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.

Absent extraordinary circumstances, the Clerk intends to fill this position at no more than the minimum in the pay range.

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) 540-6216, 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, print the results and attach to your on-line application.