

2012-03

POSTED: 02/3/12

CLOSING DATE: 02/10/12

Temporary, part-time, student position (must be able to work Monday-Friday from 3:00 - 5:00 PM).

** 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:	RECORDS MANAGEMENT	SALARY RANGE:	\$7.91 - \$12.49
DIVISION:	CENTRAL FILE ROOM	REVISED:	FEBRUARY 2012
TITLE OF SUPERVISOR:	CENTRAL FILE CLERK III	NON-EXEMPT	

JOB SUMMARY:

Responsible for alphabetizing, filing, 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 filing in a timely manner.
2. Sort court documents numerically, alphabetically or by other established classifications.
3. Ability to prepare correspondence within the office and to the public.
4. Ensure the confidentiality of non-public court files and other confidential or sensitive information contained in court records.
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, calculator, copier, facsimile, telephone.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Ability to communicate orally and in writing.
- Personal computer skills.
- Ability to accurately and efficiently sort and file numerically.
- Basic typing skills.
- 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. Ability to lift up to 50 lbs.

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, 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.