

2011-07

POSTED: 06/28/11

CLOSING DATE: 07/06/11

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

JOB TITLE:	TRAFFIC CLERK I	PAY GRADE:	109
DEPARTMENT:	COURT SERVICES	SALARY RANGE:	\$11.32 - \$17.88
DIVISION:	CRIMINAL/TRAFFIC	REVISED:	MARCH 2011
TITLE OF SUPERVISOR:	CRIMINAL/TRAFFIC SUPERVISOR	NON-EXEMPT	

JOB SUMMARY:

Process paperwork and documentation, update and maintain traffic program records, work with the public and outside agencies concerning traffic issues, provide accurate information and insure compliance with laws, regulations and procedures. Also responsible for the security of funds, receiving monies, maintaining accurate records and validating all receipts.

ESSENTIAL JOB DUTIES:

1. Conduct necessary research to provide accurate information regarding files or explanations to assure compliance with the laws and regulations.
2. Receipt payments for fines, costs, and fees.
3. Time stamp and intake traffic citations.
4. Time stamp documents, prepare copies and other information.
5. Input accurate data into the traffic and imaging system and meet performance measures.
6. Assist in filing appropriate documentation in court files as needed.
7. Prepare necessary documentation to insure compliance of all court activities.
8. Process, copy and distribute applicable court documentation to appropriate parties and agencies.
9. Generate and review necessary dockets for traffic court, if applicable.
10. Prepare, issue and execute subpoenas as needed.
11. Compile and review reporting of traffic citations, reinstate suspended driver's license, and print histories from the DHSMV system as needed.
12. Ensure that monies received are secured at all times.
13. Balance cash and checks to the cash register total and complete summary report daily.
14. Prepare daily checkout sheets for the Finance Department.

15. Attend court hearings as needed.
16. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

High school diploma or equivalent.

Experience:

Experience in related field preferred.

Licenses/Certificates:

NA

EQUIPMENT USED:

Computer, cash register, calculator, copier, facsimile, telephone.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Ability to communicate orally.
- Must type 45 wpm.
- Skill in interacting with the public in a professional manner.

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.

Frequent:

Ability to access file cabinets for filing and retrieval of data. Ability to communicate orally in order to answer the telephone.

WORKING CONDITIONS:

Constant:

Office environment. Work closely with others.

Frequent:

Flexible hours as required by court schedules.

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 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.