



CLERK OF THE CIRCUIT COURT & COMPTROLLER
GARY KNOWLES
TAYLOR COUNTY, FLORIDA

JOB TITLE: DEPUTY CLERK
DIVISIONS: CUSTOMER SERVICE AND CIVIL TRAFFIC
SUPERVISED BY: CIVIL SUPERVISOR
Full-Time, Monday – Friday, 8:00a.m. – 5:00p.m.

SALARY GRADE: Entry Level
MINIMUM SALARY: \$14.00/hour
FLSA STATUS: Non-Exempt
SUPERVISION DUTIES: None

GENERAL POSITION DESCRIPTION SUMMARY:

Taylor County Clerk of Court Deputy Clerk positions are clerical in nature and may include customer service and data entry. The Deputy Clerk may compile and maintain records for a court of law and perform various duties utilizing knowledge of court system procedures, established law, policies, guidelines, statutes, administrative orders and timelines. The Deputy Clerk provides information to the general public, judiciary, and other court-related agencies.

Work is performed under general supervision and may include use of initiative and independent judgment at times in accordance with well-defined policies, procedures, and techniques.

The incumbent may exercise one or more of the skills and functions contained within this description as assigned.

KNOWLEDGE, ABILITY AND SKILLS NECESSARY: The position requires the ability to:

- Be interested in public service and have excellent customer service skills
- Develop a basic understanding of the workflow within the Clerk's Office
- Work with a personal computer in a Windows environment
- Have basic knowledge of business English, spelling, punctuation, alphabetizing, and solving basic mathematical problems
- Utilize word processing, spreadsheet, e-mail applications, and office equipment
- Learn and understand multiple case management systems and enter reliable data
- Take telephone, written, and in-person inquiries and complaints from the public and professionals and determine the nature of the call; refer to appropriate division/staff as needed
- Establish and maintain working relationships with judiciary, co-workers, management and legal community
- Be self-motivated, able to work independently and/or with minimal supervision
- Organize and prioritize work
- Collect, count, receipt, balance, post, and report daily monetary payments
- Find effective solutions to immediate problems and adapt to changing work environment, delays, or unexpected events
- Be professional at all times and comply with courtroom etiquette
- Demonstrate sound and accurate judgment
- Handle pressure or conflict by not becoming overwhelmed and manage reactions to situations
- Handle confidential information with tact and discretion
- Lift, locate, identify, retrieve, and update court-related files and objects weighing up to 20 pounds
- Sit, stand, reach overhead, bend or stoop, including for extended periods of time

SPECIFIC POSITION RELATED DUTIES:

In addition to the essential knowledge, abilities, and skills required, this position includes, but is not limited to, performing the below specified related duties for the following divisions and case types:

CUSTOMER SERVICE:

- Answer telephone inquiries, determine the nature of the call; direct to the appropriate agency, department, staff member, etc., when unable to assist; receive and deliver messages when requested
- Greet all incoming customers at the counter in a courteous manner; aid with inquiries and copies
- Perform notaries; administer oaths and acknowledgments (including but not limited to power of attorneys, wills, affidavits, etc.)
- Process and distribute mail and packages received in office from various couriers
- Complete background check requests within prescribed timeframes; receipt associated fees
- Respond to requests for information in an accurate and timely manner
- Screen court papers, documents, juror excusal requests, indigency applications, etc., for completeness by providing only standard procedural information and notarize pleadings or documents for filing
- Assist in copying and providing all packets and forms the Clerk has available; receipt associated fees for such
- Provide general standard court case information such as hearing dates and times, service and default information, and other non-confidential information and pleadings
- Receipt Department of Corrections and other check payments received by mail
- Process criminal contract payments, mediation fees, and other walk-in payments at counter
- Assist in organizing and filing necessary court related documents
- Assist in the mailing of jury summonses, when requested
- Learn, understand, and apply basic court related terminology
- Input data into and distribute standard office and division forms, if requested by persons authorized
- Initially and continually follow and review statutes, rules, and best practices to ensure you remain updated on the duties, responsibilities and requirements of this position, changes in policies, procedures, and law; be able to apply such changes to related tasks
- Learn and understand what constitutes public and confidential information and ensure that it is released only to authorized persons or agencies
- Maintain reasonably regular and punctual attendance
- Comply with all personnel policies and procedures in Employee Handbook
- Perform other duties as required

CIVIL TRAFFIC: (TR)

- Perform tasks specifically designed to support the judiciary
- Receipt traffic related payments into local case management system
- Process, create, and maintain a case file (dockets, court events, financials, party information, etc.)
- Ensure that all administrative work performed is appropriately processed, filed, and recorded according to division policy and procedure
- Learn, understand, and apply basic courtroom terminology
- Prepare, update, and distribute court event related dockets
- Respond to requests for information in an accurate and timely manner
- Update, input data into, and distribute standard office and division forms
- Compile and review data for various reports
- Learn and understand procedural differences between various types of hearings or trials
- Prepare/take accurate court minutes of all proceedings in hearings; enter into file as official documents within time requirements
- Calculate financial charges to include late fees

- Distribute necessary orders, minutes, etc., to appropriate parties in a timely manner
- Review, calculate, set payment schedules, and process payments related to contracts for fines and fees
- Perform other duties as required

OTHER:

- Be extensively cross trained with the Customer Service and Intake Clerk as the dedicated backup and be able to perform duties listed in that job description
- Attempt basic cross-training alongside other departments, so far as is practicable, in order to assist during hours of operation in which a Clerk may be unavailable.

MINIMUM QUALIFICATIONS:

- High school diploma or GED required
- One (1) year of clerical experience and/or customer service experience required

BENEFITS:

Full-time Clerk of Court employees are eligible for:

- Available health, dental, vision, life, and supplemental insurance plans
- FRS Retirement
- Accrued Employee Paid Time Off
- Holiday Pay

END NOTES:

The above position description in no way states or implies every skill or detail that is to be performed by the employee in this position. All employees are expected to maintain a full-time workload during business hours and are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. At no time should a clerk maintain a prolonged period of time in which no work is being performed. In the event that any employee has extended downtime, they should seek diligently for opportunities to assist other departments and/or assist the file clerk with their department filing.

This position description has excluded the marginal responsibilities of the position that are related to the performance of essential job duties. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities and are subject to change by the employer as the needs of the employer and requirements of the job change.

Taylor County Clerk of Courts is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the description is subject to possible modification to reasonably accommodate qualified individuals with disabilities.

The Taylor County Clerk of Court and Comptroller is a Drug Free Workplace. All employees are required to be Drug Free and must abide by the Drug Free Policy in the Employee Handbook. Employees may be subject to drug test(s) to detect the presence and/or absence of any drug or alcohol which by way of the policy are prohibited.

This document does not constitute or create an employment agreement or contract, implied or otherwise, other than an “at will” relationship.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee's Printed Name

Clerk/Supervisor's Printed Name

Employee's Signature

Clerk/Supervisor's Signature

Date

Date