

Posted: 06/20/2018
\$17.70/hour
37.5 hours/week
1950 hours/year

**OFFICE OF THE CLERK OF CIRCUIT COURT
LAKE COUNTY, FLORIDA
POSITION DESCRIPTION**

JOB TITLE: Senior Clerk-Marriage License/Passports

SALARY RANGE: \$34,515 - \$64,077

JOB SUMMARY:

Under the supervision of the Supervising Deputy Clerk-Recording, provides direction and supervision to personnel within the division. Performs duties of a Marriage License/Passport Clerk. Compiles and reviews reports and procedures. This position is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Performs duties of a Marriage License/Passport Clerk including processing applications for marriage licenses and passports.
- Acts as a lead clerk in providing work direction and supervision to subordinate staff in the work unit. Assigns personnel to main and branch offices as appropriate, ensuring adequate coverage. Assists in implementing procedural changes necessitated by new rules and statutes.
- Provides training and assistance in routine and more difficult phases of work.
- Evaluates, in conjunction with Supervising Deputy Clerk-Recording, employee work performance; confers with supervisor regarding plans of action to facilitate employee correction/growth.
- Reviews applications and interviews prospective employees.
- Compiles narrative/statistical data concerning the work unit and/or operations. Prepares and/or reviews reports.
- Writes and revises work procedures for the division.
- Prepares payroll. Provides assistance in monitoring employee adherence to established leave policies.
- Assists Supervising Deputy Clerk-Recording in budget process. Compiles data to support recommendations for additional resources. Reviews current expenditures for budget compliance. Monitors inventory for all office locations.
- Maintains liaison between government agencies, management and the general public. Represents the Clerk's Office at special events.
- Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

- High school diploma or its equivalent (G.E.D).
- Three years of related experience.
- Must be able to type a minimum of 35 correct words per minute.
- Valid Florida driver's license

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of statutes, rules, policies and procedures governing work unit.
- Knowledge of supervisory practices such as training, work assignment and review, etc.
- Knowledge of business English, spelling and punctuation.
- Skill to analyze data and prepare reports.
- Skill in organizing and prioritizing work.
- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Ability to fluently read, interpret, speak, write, and understand the English Language.
- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, customers, and others.

PHYSICAL ACTIVITIES:

- Fingering, Feeling, Talking, Hearing, Repetitive motions, Driving.

PHYSICAL REQUIREMENT:

- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- The worker is required to have visual acuity to operate motor vehicles (when required).
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be 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.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

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