

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

Posted: 07/16/18
\$8.25/Hour
Approx. 22.5 hours/week

JOB TITLE: Court Clerical Assistant

SALARY RANGE: \$8.25-\$14.36/hour

JOB SUMMARY:

Under the direct supervision of a Senior Clerk, is responsible for the preparation, maintenance, and processing of court records. The incumbent may perform one or more of these functions as assigned. This position is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Processing of court records in accordance with established procedures/guidelines.
 - Sets up new cases; prepares/processes motions, dispositions, pleadings, orders, judgments, traffic citations, subpoenas/summons, and other related material.
 - Reviews documents to assure/verify information completeness/accuracy; certifying and time/date stamping materials.
 - Schedules hearing dates.
 - Prepares court docket.
 - Maintains case information by entering/updating case data, entering sentencing/judgment data, and maintaining case docketing.
 - Copies and files court documents.
- Performs customer service duties.
 - Assists customers, in person, over the telephone, and through written correspondence; provides standard/detailed information concerning the work unit, may refer inquiry to proper department or agency if unable to assist.
- Performs other duties of a similar nature/level.

MINIMUM QUALIFICATIONS:

- Must be a minimum of sixteen years of age and have completed two years of high school (10th grade).
- Previous clerical experience preferred.
- Must be able to type.

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 general office procedures.
- Knowledge of business English, spelling and punctuation.
- Skill in organizing and prioritizing work.
- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, customers, and others.
- Ability to fluently read, interpret, speak, write, and understand the English Language.

- Fingering, Talking, Hearing, Repetitive motions.

PHYSICAL REQUIREMENTS:

- 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, at distances close to the eyes, 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 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.