

Posted: 01/07/2019
\$10.72 / hour
37.5 hours/ week
1950 hours/year

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

JOB TITLE: General Clerk

SALARY RANGE: \$20,904 - \$38,922

JOB SUMMARY:

Under the supervision of a Senior Clerk, staffs customer service counter in the Records Storage Facility (RSF). Assists the public with records research and performs cashiering duties. Files, retrieves, audits, destroys and delivers archived files. Processes mail, ensuring it is free of suspicious characteristics/substances. 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:

- Front Counter Duties:
 - Performs receptionist duties, greets customers, answers phones and routes calls as appropriate.
 - Assists the public and governmental agencies in person, on the phone, and via written correspondence.
 - Researches court records and documents findings for requesting parties.
 - Locates, copies, and certifies documents for customers.
 - Uses software programs to input and retrieve data.
 - Performs cashiering duties, including bank out reconciliation and cash handling.
- Warehouse Duties:
 - Audits and destroys records in accordance with retention schedules.
 - Processes departmental and customer requests for files. Retrieves, sorts, maintains and files court files and documents numerically, alphabetically or by other established order.
 - Keeps accurate tracking information, including reports, on all records transferred to and retrieved from the RSF for records accountability.
 - Uses software programs to input and retrieve data.
 - Obtains record containers from departments and transports them to RSF.
 - Checks record containers against transfer list to ensure completeness.
 - Disassembles, moves, transports, and assembles furniture and equipment as needed.
- Mail Clerk Duties:
 - Picks up incoming mail from the post office; opens, sorts, inspects and delivers mail to appropriate departments.
 - Retrieves and sorts outgoing mail from departments according to destinations; applies appropriate postage using postal guidelines; delivers outgoing mail to Post Office.

- Inspects and distributes incoming express and packages from UPS, FedEx, and couriers; delivers items to appropriate departments.
- Operates electronic mail machine to seal envelopes. Stamps according to weight with internal postage meter.
- Maintains an accounting of postage due from departments and notifies vendor when postage needs replenishing.
- Performs special projects within the RSF as needed.
- Performs routine maintenance on vehicles and equipment.
- Performs other duties of a similar nature/level.

MINIMUM QUALIFICATIONS:

- High school diploma or its equivalent (G.E.D.).
- One year of secretarial or clerical experience.
- Valid driver's license.
- 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 basic record keeping practices and procedures.
- Knowledge of office practices and procedures.
- Knowledge of sequencing, sufficient to maintain documents in numerical, alphabetical, or other established order.
- Knowledge of basic imaging equipment, procedures, and standards.
- Knowledge of business English, spelling, and punctuation.
- Skill in mathematical computation.
- Skill in organizing and prioritizing work.
- Skill in the operation of computer software and hardware, sufficient to enter, retrieve, and manipulate data.
- Ability to work at heights up to 12 feet.
- 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.

PHYSICAL ACTIVITIES:

- Climbing, Balancing, Stooping, Kneeling, Crouching, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Fingering, Grasping, Talking, Hearing, and Repetitive motions.

PHYSICAL REQUIREMENTS:

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Light Work.

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; extensive reading; using measurement devices; and/or assembly of parts.
- 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.