

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

JOB TITLE: General Clerk

SALARY RANGE: \$24,258-\$44,226

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. Files, retrieves, audits, destroys and delivers archived files. 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:

- 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.
- Operates a computer to enter, retrieve, or modify data, utilizes word processing, related departmental software, database, spreadsheets, and email software programs.
- Obtains record containers from departments and transports them to RSF.
- Checks record containers against transfer list to ensure completeness.
- Assists Departments in purging and destruction of files in compliance with General Records Schedules and Florida Statutes.
- Responsible for inventory and safeguarding of records.
- Assists the public and governmental agencies in person, on the phone, and via written correspondence with searching records on computer, microfilm, and in historical books.
- Researches court records and documents findings for requesting parties.
- Locates, copies, and certifies documents for customers.
- Images documents using a scanner; ensures that resultant images are of proper quality.
- Disassembles, moves, transports, and assembles furniture and equipment as needed.
- Performs special projects within the RSF as needed.
- Performs routine maintenance on vehicles and equipment.
- Assists in the Mailroom as needed.
- Performs other duties of a similar nature/level.

MINIMUM QUALIFICATIONS:

- High school diploma or its equivalent (G.E.D.).
- Valid Florida driver's license.
- Must be able to type.

An equivalent combination of education, with the minimum of a high school diploma or its equivalent (G.E.D.), and related 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 records management standards, 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 twelve (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.