

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

JOB TITLE: Guardianship Audit Clerk

SALARY RANGE: \$28,314 - \$51,597

JOB SUMMARY:

Under direct supervision of the Inspector General, receives, reviews, issues, and processes files, documents, correspondence, exhibits, and records relating to guardianship cases. This position is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Monitors and audits guardianship files which include therein inventories, depository's receipts of assets, annual accountings, and final accountings.
- Reviews petitions related to financial issues and prepares recommendation for referral to the court.
- Attends court proceedings when requested by the judiciary.
- Prepares a variety of documents including notices, audit reports, and correspondence.
- Prepares Report of Auditor to detail audit results.
- Discusses and reviews case issues and documents with judicial partners.
- Creates and conducts training for family guardians on proper completion of required guardianship asset reports including inventory, annual accounting, and final accounting.
- Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

- High school diploma or its equivalent (G.E.D.).
- One year of clerical experience.
- One year of bookkeeping experience preferred.
- 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 general office procedures.
- Knowledge of business English, spelling, and punctuation.
- Skill in financial calculations, analysis, and reporting.
- Skill in organizing and prioritizing work.
- Skill in operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Ability to analyze data and prepare reports.
- Ability to understand and carry out complex oral and written instructions.

- Ability to fluently read, interpret, speak, write, and understand the English Language.
- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, government officials, guardians, attorneys, and others.

PHYSICAL ACTIVITIES:

- Walking, 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 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.