

Posted: 08/11/2023 \$15.00/hour  
37.5 hours/week 1950 hours/year

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

JOB TITLE: Human Resources Clerk

SALARY RANGE: \$29,250 - \$52,689

JOB SUMMARY:

Under the direction of the Human Resources Manager, provides administrative support to any or all of the human resource functions and programs including recruitment, selection, salary and benefits and other areas. This position is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Processes paperwork to effect personnel actions and enters information into computer database.
- Files documents; maintains reference library; and maintains paper and electronic files.
- Answers routine benefit questions; assists employees in obtaining and completing benefit forms, and in obtaining own answers and/or resolution to their special benefits situations; helps enroll employees in various benefit programs; and verifies information on forms and submits to proper carrier.
- Processes applicants and applications for employment; administers tests when appropriate; and provides information regarding employment application procedures, status, etc.
- Conducts reference and background checks.
- Processes new hires and exiting employees.
- Prepares a variety of correspondence and reports and completes special research projects as assigned.
- Analyzes processes and develops procedures.
- Performs administrative duties for the Chief Administrative Officer and other HR office staff; and performs other administrative duties for the HR office as assigned including processing incoming mail, ordering office supplies, coordinating records storage, etc.
- Performs other duties of a similar nature/level.

MINIMUM QUALIFICATIONS:

- High school diploma or its equivalent (G.E.D).
- Two years of general clerical experience, preferably in human resources or benefits.
- Must be able to type a minimum of 35 correct words per minute.

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 business English.
- Knowledge of office practices and procedures.

- Skill in accurately applying basic mathematical concepts including adding, subtracting, multiplying and dividing in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.
- Skill in recordkeeping.
- 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, Grasping, Feeling, 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.



**Gary J. Cooney**

*Clerk of the Circuit Court and Comptroller  
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Tavares, Florida 32778-7800  
(352) 742-4100 www.lakecountyclerk.org*

## SUMMARY OF BENEFITS

Effective 10/01/2023

<b>EMPLOYEE BENEFITS</b>	
<b>Annual (vacation) Leave:</b> 1 - 3 years employed 4 - 15 years employed 16+ years employed	Earn 90.285 hours/year (12.038 days) Earn 114.27 hours/year (15.236 days) Earn 150.15 hours/year (20.020 days)
<b>Sick Leave</b> <i>(may use after 6 months of employment)</i>	Earn 90.285 hours/year (12.038 days)
<b>Bonus Vacation Leave</b> <i>(additional leave earned for unused sick hours)</i>	Earn up to 37.50 hours/year (5 days)
<b>Holidays</b> <i>(employee birthday, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Thanksgiving Holiday, and Christmas Day)</i>	12 paid days/year
<b>Bereavement Leave</b> <i>(leave for death of an immediate family member)</i>	3 paid days
<b>Florida State Retirement System</b> <i>(pension and investment plan options)</i>	Contributions by Clerk's Office and employee <i>(employee contributes 3% of gross pay (pre-tax))</i>
<b>457 Deferred Compensation Plan</b> <i>(supplemental retirement savings account)</i>	Employee contribution (pre-tax)
<b>Payroll Direct Deposit</b>	Employee choice of any ACH bank
<b>Post-Employment Health Plan</b> <i>(payout at separation of employment for a percentage of unused sick leave, per Clerk policy)</i>	Payout of unused sick leave for qualified health premiums

*This summary is offered as general information only and is not a complete list of all employee benefits.*

**Contact Us:**

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<b>INSURANCE BENEFITS</b> (coverage begins 1st day of the month following the completion of 30 consecutive days as an active employee)	
<b>Medical Insurance</b> <i>(includes pharmacy benefit and use of the Employee Clinic)</i>  HMO..... PPO..... HMO Over-age dependent..... PPO Over-age dependent.....	Paid by Employee (pre-tax dollars)  <u>Employee Only</u> <u>Family</u> \$51.98/month    \$224.10/month \$68.60/month    \$271.20/month \$822.00/dependent/month \$845.24/dependent/month
<b>Employee Clinic</b> On-site doctor, nurse practitioner, and clinical social worker; check-ups, sick visits, well-woman visits, annual physicals, lab work, free medications, mental health counseling, and more.	Free when enrolled in the Clerk's Office Medical Insurance
<b>Dental Insurance</b>  HMO..... PPO.....	Paid by Employee (pre-tax dollars) <u>Employee Only</u> <u>Employee +1</u> <u>Family</u> \$0.00/month    \$ 9.62/month    \$17.04/month \$0.00/month    \$18.50/month    \$40.32/month
<b>Vision Insurance</b>	Paid by Employee (pre-tax dollars) <u>Employee Only</u> <u>Family</u> \$4.24/month    \$12.08/month
<b>Employee Life Insurance</b> <i>(Basic Term-Life Insurance and Accidental Death &amp; Dismemberment)</i>	Paid by Clerk's Office One times annual salary, rounded to the next higher \$1,000
<b>Supplemental Term-Life Insurance and AD&amp;D</b> Employee, spouse, and child(ren)	Paid by Employee
<b>Disability Insurance</b> Long-Term Disability..... Long-Term Disability Buy-Down..... Short-Term Disability.....	Paid by Clerk's Office Paid by Employee Paid by Employee
<b>U.S. Legal Services</b> Family Defender..... Identity Defender..... Family & Identity Defender.....	Paid by Employee: \$16.90/month Paid by Employee: \$12.94/month Paid by Employee: \$26.84/month
<b>Flexible Spending Reimbursement Accounts</b> <i>(Set aside tax-free money to reimburse eligible expenses)</i> Health Care..... Dependent Care.....	Paid by Employee (pre-tax dollars)  Elect up to \$3,050/year Elect up to \$5,000/year
<b>Employee Assistance Plan</b>	Paid by Clerk's Office
<b>AFLAC</b> Group Accident; Critical Illness; Group Hospital Indemnity Employee, spouse and/or child(ren)	Paid by Employee Price based on plan selected and covered members
<b>Pet Insurance</b>	Paid by Employee Price based on plan selected