

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

JOB TITLE: Official Records Clerk

SALARY RANGE: \$25,038 - \$45,591

JOB SUMMARY:

Under the direct supervision of a Senior Clerk, is responsible for the processing and recording of instruments, documents and judgments into the public records of Lake County, assisting the professional title searchers and public in their records research and/or processing the sale of tax deeds. 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:

- Cashiering
 - Reviews and evaluates all documents for recordability and determines the proper assignment of fees as prescribed by Florida Statute.
 - Records documents, ensuring each document receives a file number and book and page number.
 - Performs cashiering functions; collects fees and reconciles monies.
 - Greets and assists the public with recording requests. Provides assistance to professional abstractors and public in records research.
 - Prepares and mails all recorded original documents to appropriate individual or business.
- Scanning
 - Scans document pages to digitized images, ensuring appropriate image quality standards are met.
 - Prepares associated reports.
- Indexing/Verifying
 - Inputs and verifies pertinent information into computer for indexing recorded documents.
 - Verifies and proofs recorded documents for proper redaction of confidential information.
- Tax Deed Sales
 - Processes tax certificate paperwork and files in accordance with established procedures, guidelines and statutes.
 - Provides information about the tax deed process to the public.
 - Coordinates process with other entities.
 - Schedules and monitors online Tax Deed Sales.
 - Prepares associated documents.
- Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

- High school diploma or its equivalent (G.E.D).
- One year secretarial or clerical experience.
- 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 general office procedures.
- Knowledge of business English, spelling and punctuation.
- Skill in the operation of computer software and hardware sufficient to enter, retrieve and manipulate data.
- Skill in written English sufficient to read and write reports.
- Skill in organizing and prioritizing work.
- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, customers, and others.
- Ability to work in an environment with many interruptions.
- Ability to fluently read, interpret, speak, write, and understand the English Language.

PHYSICAL ACTIVITIES:

- Stooping, Reaching, Grasping, Feeling, Standing, 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 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 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.