

Posted: 02/14/2018
\$8.25/hour
Approx. 22.5 hours/week

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

JOB TITLE: Records Storage Facility Worker I (Part-Time)

SALARY RANGE: \$8.25-\$14.36/hour

JOB SUMMARY:

Under the direct supervision of the Senior Clerk-Records Storage Facility, assists in the filing, retrieval and delivery of archived files in the Clerk's Record Storage Facility. This position is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Assists in the filing, retrieval, and delivery of archived records.
- Maintains cleanliness of Clerk's grounds.
- Services vehicles with fuel; washes and waxes.
- Gathers and empties trash.
- Use software programs to input and retrieve data.
- Assists in the Mail Room as needed.
- Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited high school or its equivalent (G.E.D.).
- 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.
- Skill in organizing and prioritizing work.
- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, customers, and others.
- Knowledge of business English, spelling, and punctuation.
- Skill to use logic to assemble and disassemble furniture.
- Skill in using hand and power tools.
- Ability to work at heights up to 12 feet.
- Ability to fluently read, interpret, speak, write, and understand the English Language.

PHYSICAL ACTIVITIES:

- Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Fingering, Grasping, Feeling, Talking, Hearing, 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 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.