

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

JOB TITLE: Collections Clerk – Part Time

POSITION NO.: E19-02

SALARY RANGE: \$12.00 - \$15.00 per hour, based on experience

HOURS: 8:00 a.m. – 5:00 p.m., Monday – Friday, actual hours will vary for a maximum of 28 hours per week

JOB SUMMARY:

Under direct leadership, Deputy Clerk performs duties which may include attending court proceedings, establishing partial payments plans for criminal defendants, and placing calls to criminal defendants with reminders of upcoming or defaulted payments. This position is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Enrolls criminal defendants in partial payment plans under delegated authority from Court and Florida Statutes.
  - Maintains case information by entering/updating case data required to track compliance with payment plan.
  - Monitors overdue accounts using software program. Runs reports at designated intervals to determine defendant's compliance with payment plans. Prepares and processes correspondence.
  - Assists customers, in person, over the telephone, and through written correspondence.
- Provides cashiering services: processes payments, balances/reconciles monies received and prepares daily deposit records.
- Performs other duties of a similar nature/level.

MINIMUM QUALIFICATIONS:

- High school diploma or its equivalent (G.E.D.)
- One year of clerical experience.
- Must be able to type a minimum of 35 correct words per minute.
- Must possess a 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 basic mathematical concepts.
- Knowledge of business English.
- Excellent customer service skills
- 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:

- Manual dexterity, 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 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.