

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

JOB TITLE: Deputy Clerk, Criminal Intake

POSITION NO.: E17-02

SALARY RANGE PER ANNUM: \$24,500 - \$25,500

HOURS: 8:00 a.m. – 5:00 p.m., Monday - Friday

JOB SUMMARY:

Under direct supervision, of a departmental supervisor, greets and assists the public; receives, processes and distributes mail, documents, and new cases' provides cashiering services; performs records searches/inquires relating to all cases with the Courts Managements department; and receives/reviews/issues various court documents. This position is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Greets and assists the general public, attorneys, and other departmental employees.
- Receives processes and distributes mail for Courts Management departments. Receives, reviews, time-stamps and distributes legal documents from attorneys, parties and the general public.
- Processes new cases. Reviews for proper statutory requirements and filing fees. May process by time-stamping, assigning case numbers, and placing court file.
- Receives monies/court fees from parties, attorneys and general public. Distributes receipts, operates cash register, performs end-of-day functions on cash register.
- Provides standard/detailed information regarding all departments related to Courts Management. Refers to proper authority, agency or department if unable to assist. Calls for assistance from specific areas, if required.
- Pulls court files and provides copies as requested.
- Issues court documents in accordance with established procedures and guidelines.
- Performs other duties of a similar nature/level.

MINIMUM QUALIFICATIONS:

- High school diploma or its equivalent (G.E.D.)
- Must be able to type a minimum of 35 correct words per minute.
- 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:

Deputy Clerk Intake
Updated 4/2017

- Knowledge of general office procedures.
- Knowledge of business English, spelling and punctuation.
- 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, 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. 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 of 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.

