

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

JOB TITLE: Deputy Clerk, Criminal File Room Part-Time

POSITION NO.: E19-21

SALARY RANGE PER ANNUM: \$10 - \$15 per hour

HOURS: 0 – 28 hours, Monday - Friday

JOB SUMMARY:

Under the direction of the Team Leader, maintains court records and pleadings. This position is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Reviews documents to assure and verify information.
- Prepares and/or processes documentation.
- Assists customers, in person, over the telephone; provides standard/detailed information concerning the work unit.
- Files pleadings in court documents
- Files court files
- Pulls dockets for court
- Pulls files and prepares for annual purge
- Delivers files to Judicial upon request
- Receives mail and files from Judicial
- 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.
- 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 business English.
- Skill in organizing and prioritizing work.
- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Ability to accurately file numerically and alphabetically
- Ability to multi-task
- 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:

- 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 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.