

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



JOB TITLE: Deputy Clerk, Case Maintenance (Office)

POSITION NO.: E22-11

SALARY RANGE PER ANNUM: \$30,222 - \$45,968*

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

*Candidates who meet the minimum requirements should expect to start at the minimum of the pay band.

JOB SUMMARY:

Under the direction of the Input Team Leader, the Deputy Clerk I is responsible for the inputting of traffic citations, criminal cases and other related information into computer database. This position is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Inputs detailed data into case management database, including traffic citations, system update and docketing information. Sets court events, ticklers, and updates disposition of cases for both criminal and traffic.
- Opens, sorts, and clocks in citations and other mail. Assigns case number, verifies statute numbers, and assigns Judges as appropriate.
- Monitors calendar and orders various reports/forms accordingly; distributes reports to appropriate party or agency.
- Assist in answering phones; takes messages and/or refers parties to correct agency when necessary.
- Performs other duties of a similar nature/level.
- Attaches images to entries and accepts / processes electronic images.

MINIMUM QUALIFICATIONS:

- High school diploma or its equivalent (G.E.D).
- Must be able to type a minimum of 50 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:

- Basic knowledge of statutes, rules, policies and procedures governing area of assignment.
- Skill in accurate data entry.
- 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.
- Ability to multitask

PHYSICAL ACTIVITIES:

- Manual dexterity, Hearing, Talking, 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.