

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



JOB TITLE: Deputy Clerk I, Records Management
POSITION NO.: E22-24
SALARY RANGE PER ANNUM: \$30,222 - \$48,335
HOURS: 8:00a.m. – 5:00p.m., Monday – Friday

JOB SUMMARY:

Under the direction of the Records Management Team Leader, the Deputy Clerk I is responsible for advanced technical work in the preparing and imaging of original documents for appropriate retention. This position is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Images Documents:
 - Images documents using a take-out flatbed scanner; ensures that resultant images are of proper quality.
 - Monitors quality of final image; corrects quality with software, assisted by Information Resources technician as required.
 - Verifies image to ensure that scanned documents match original file, page count, case number, case style, and docket entry number.
- Verifies that documents that are to be sealed by law or court order have been sealed in all Court Records Indexes, Official Records and all Computer Systems.
- Creates and maintains retrievable computer archives and databases, incorporating current advances in electronic information storage technology (Paperflow/Papervision).
- Prepares documents for imaging by darkening seals, numbering pages, removing paper clips, staples and pins, and ensuring pages are legible.
- Performs preventive maintenance on scanners.
- Maintains daily production schedule and prepares production reports.
- Gathers documents for imaging and returns imaged documents to internal customers.
- Reviews documents for proper redaction of confidential information and maintain the confidential nature of the information.
- Transports files from all departments to the Record Center by cargo van.
- Retrieves files from warehouse for departments sometimes using scissors lift and RG Gen software.
- Exercises knowledge of Clerk's records and retention periods.
- Performs other duties of a similar nature/level.
- Performs Customer Service for the General Public, Judicial & Clerk by via images/physical files.

MINIMUM QUALIFICATIONS:

- High school diploma or its equivalent (G.E.D).
- 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 business English, Spelling and punctuation
- Knowledge of basic imaging equipment, procedures, and standards
- Skill in organizing and prioritizing work
- Skill in the operation of a take-out flatbed scanners
- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data
- Skill in organization is a must
- Ability to fluently read, interprets, speak, write, and understand the English Language
- Ability to interact professionally and maintain effective working relationships with superiors, co-workers, customers, and others
- Knowledge of Microsoft Office (Word, Excel, Outlook)

PHYSICAL ACTIVITIES:

- Reaching, Lifting, Manual Dexterity, Grasping, Feeling, 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; and 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.