

Titusville Recording Department Position

Deadline for Submission of Applications is October 14, 2019

Job Title: Records Clerk

Brevard Clerk of Court

Location: Parkway Complex

Salary Range: \$10.00 - \$13.50 per hour

FLSA Classification: Non-exempt/Full-time

Full-time Clerk of Court employees are eligible for:

- Health insurance
- FRS Retirement
- 18 sick/vacation days per year
- 11 paid holidays per year.

This is an advanced independent clerical position in an automated office environment consisting of a high-volume of customer contact with clerk staff, the general public, government agencies, law firms, title companies, etc. The Recording Department includes the following areas:

- **Recording:** The recordation of documents into the Official Records, including the acceptance of passport applications and the issuance of Marriage Licenses.
- **Land Records/Research:** All research requests for civil, criminal, traffic, probate/guardianship, domestic, juvenile, dependency and real estate matters. Titusville Research Department processes written, telephone, and in-person customer requests, including but not limited to current and historical civil, criminal, traffic, and real estate matters.

Land Records/Research

Responsibilities include:

- Submission and processing of requests on our online Research & Copy Request Application
- Utilizing computer databases, and various types of media for providing information to the requesting party
- Responding to telephone, written, and walk-in customer inquiries
- Processing court documents requiring redaction
- Preparing grammatically correct correspondence and reports with minimal supervision
- Reviewing data for accuracy and completeness, including determination of required redaction and the customer's eligibility to receive sensitive/restricted information
- Analyzing problems and initiating corrective measures
- Providing direction to the public for retrieving or copying various court and real estate records
- Reviewing and comprehension of various resource materials
- Operates various types of office equipment and applications, including but not limited to the following: telephone, computer, facsimile machine, scanners, microfilm readers/printers, Acclaim, FACTS, netDMS, BECA, etc.

Recording

Responsibilities include:

- Processes both walk-in, mail-in and electronic recording transactions
- Assists the public at our customer service counter with the recording of documents, the issuance of marriage licenses and acceptance of passport applications
- Assists telephone customers with recording, marriage license or passport questions
- Takes passport photos
- Issues marriage license applications and performs ceremonies, as requested
- Receives incoming cash, check and credit card payments
- Posts, balances and reconciles monies due and received
- Prepares a daily deposit
- Maintains a balanced cash drawer
- Operates various types of office equipment and applications, including but not limited to the following: telephone, computer, facsimile machine, scanners, microfilm readers/printers, Acclaim, FACTS, netDMS, BECA, etc.
- Prepares and/or contributes to departmental procedures
- Executes simple reports
- Processes NSF/documentary stamp payments using the RCRC application
- Processes governmental documents for recording, including deferred billing
- Prepares monthly marriage licenses for mailing and accounting to Vital Statistics
- Processes the daily refund reconciliation
- Processes daily shortage and/or suspense payments
- Research and review the Florida Statutes, Attorney General Opinions and other laws, rules and regulations which govern the Clerk of Courts Office
- Prepare written responses to correspondence and/or email requests
- Enter express mail shipments into the Express Mail Tracking application
- Processes daily balance of Acclaim
- Other duties as assigned

Qualifications:

The employee must have completed graduation from a standard high school or have possession of a GED Certificate. The employee must have excellent keyboarding and calculator skills. The employee must also possess excellent customer service and teamwork skills for assisting the public. The ability to work independently or in a team setting. The employee must possess good grammatical and writing skills.

APPLICATION PROCESS:

Applications are available on our website at www.brevardclerk.us. Interested candidates should submit an employment application and resume via email to Human Resources at HR@Brevardclerk.us or by mail it to Human Resources, P. O. Box 999, Titusville, FL, 32781-0999.

Brevard Clerk of Court is an Equal Opportunity Employer and a Drug Free Workplace