

JAIL COURT CLERK

Deadline for submission of applications is January 14, 2019

Job Title: Court Clerk

Brevard Clerk of Court

Location: Sharpes, Fl

Starting salary - \$10.00 - \$13.50 depending on education and experience

FLSA Classification- Full time

Full-time Clerk of Court employees are eligible for:

Health insurance

Life insurance

FRS Retirement

18 sick/vacation days per year

11 paid holidays per year

SUMMARY DESCRIPTION

This is entry level work, performed under immediate supervision. This work is complex and time-critical, and must be performed efficiently and accurately to meet court requirements and schedules. Effective working relationships must be developed with a multitude of agencies within the Court System including, the Judiciary, Sheriff's Department, Law Offices, and the general public. This position requires flexibility to work unscheduled overtime based on the needs of the Court, including weekends and holidays.

EXAMPLES OF WORK PERFORMED:

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in this class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Complies with courtroom etiquette.

Maintains, completes and distributes various court forms with assistance, as required.

Operates and maintains a cassette recorder to document courtroom proceedings.

Performs basic electronic data processing functions as required by departmental operations.

Under supervision, completes assigned tasks to ensure deadlines are met.

Executes required Oaths, with assistance, as required.

With assistance, researches data and provides information concerning status of court cases, ensuring that confidential information is released only to authorized agencies or persons.

Operates photocopying machine, adding machines, telephone equipment, fax machines and related equipment with such accuracy as can be acquired on the job.

KNOWLEDGE, SKILLS AND ABILITIES:

(Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions in the Clerk's office.)

Knowledge of general office principles, practices and etiquette.
Knowledge of verbal and written communications techniques.
Familiarity with computer equipment, software, and peripheral devices.
Ability to learn, understand and apply basic courtroom terminology.
Ability to learn and follow court schedules.
Ability to create and maintain a case file, and complete various types of court forms, with assistance.
Ability to develop a basic understanding of the work flow in the Clerk's Office.
Ability to learn and implement Conflict Attorney Appointment procedures, with assistance.
Ability to learn and understand what constitutes public, and confidential information.
Ability to learn, understand and apply the procedures for handling and safeguarding evidence.
Ability to learn and use office equipment to establish, update and maintain case files.
Ability to learn the procedural differences between various types of hearings or trials in Circuit and County Court.
Ability to establish and maintain effective working relationships with others.
Ability to communicate effectively verbally and in writing, and follow written/verbal instructions.
Ability to sort alphabetically, numerically and categorically, and organize files and other data.
Ability to work quickly and accurately when under stressful conditions.
Ability to perform basic mathematical calculations.
Ability to prepare reports and other correspondence, with assistance.
Ability to perform repetitive work for extended periods of time.
Ability to work courteously with co-workers and the general public.
Ability to read and understand maps and boundaries.
Ability to read and understand a variety of schedules with guidance.
Ability to operate a cassette recorder.

MINIMUM QUALIFICATIONS:

A high school diploma or its equivalent. One year clerical experience and/or court related background preferred.

APPLICATION PROCESS:

Applications may be printed from 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 may mail it to Human Resources, P. O. Box 999, Titusville, Fl., 32781-0999.

Contact Michelle Kolczynski @ 321-637-6518 for additional information about this position.

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