

Titusville Customer Service – Tax Deed and Foreclosure Clerk Position

Deadline for Submission of Applications is December 20, 2019

Job Title: Records Clerk I

Brevard Clerk of Court

Location: Titusville

Salary Range: \$10.00 - \$13.50 per hour-depending on experience and education

FLSA Classification: Part-time

Examples of Work Performed:

Foreclosure:

- Processing final judgments, orders, and other foreclosure related documents, including docketing, disposing cases, calendaring sale dates, and maintaining established time standards.
- Conducting sales, including preparing the sale, auctioning cases, calculating and receipting payments, and processing tasks and documents.
- Issuing Certificates of Sale, Certificates of Title, Certificates of Disbursement, and Writs of Possession.

Tax Deeds:

- Creating electronic tax deed files
- Calculating redemption amounts, auction fees, and minimum required bids
- Processing pre-auction activities within established time standards, including scheduling auction dates; creating documentation relative to the sale; exporting data for submission to the newspaper, online vendor, and mail service; and submitting documentation for statutory service requirements on parties
- Monitoring the online auction
- Assisting clerks with receipting auction day payments
- Processing post-auction activities within established time standards, including issuing tax deeds, disbursing funds, and sending notices.

Job Requirements

- High school diploma or equivalent required
- Clerical or data entry experience helpful
- Frequent customer interaction

Knowledge, Skills, and Abilities:

Include but not limited to:

- Excellent customer service skills
- Ability to work both independently and with a team
- Ability to establish and maintain effective working relationships
- Ability to communicate clearly and informatively, including communicating complex procedures
- Ability to demonstrate sound and accurate judgment
- Ability to monitor own work for accuracy
- Ability to effectively deal with changes, delays, or unexpected events
- Ability to interpret and follow procedures and instructions
- Knowledge of the staff handbooks
- Ability to understand and apply applicable legal authorities after training occurs
- Ability to post, balance, and reconcile financial records

Candidates interested in this position should contact Andrea Butler at 321-637-5413 for more information.

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.

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