

## Titusville Recording Department

***Deadline for Submission of application is December 29, 2017***

Title: Accounting Specialist  
Brevard Clerk of Court  
Department: Titusville Customer Service  
Salary Range: \$10.00 – \$13.50  
FLSA Classification: Full-time

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.
- **Matrix/Redaction:** The processing and review of all filed court documents to insure applicable statutes and rules of procedure are followed in redacting sensitive information, including the processing of Rule 2.420 requests, Orders to Seal, etc.

### 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

### 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, OnCore, 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 OnCore
- Other duties as assigned

#### **Matrix/Redaction Area**

#### **Responsibilities include:**

- Processes documents for daily redaction of court documents via aiREMOTE. This includes monitoring the workflow of each queue, updating/adding case alerts and assigning staff to the queues based upon volume and staff availability. These queues include:
  - Standard
  - Special First Review
  - Special Second Review
  - VOR Internal Requests
  - VOR External Requests
  - SPR Misc
  - Appeals
  - Evidence/Exhibits
  - Public Exemption Docs
  - Rule 2.420 Docs
- Processing of Rule 2.420 requests. This includes placing an alert on the case to notify staff of the 2.420 request, determining whether the requested info meets the benchmarks established by Rule 2.420, and identifying and affixing appropriate redaction. If the request does not meet the standards for redaction, the document images are temporarily updated to a confidential status (10 days). A notice is sent to the requestor advising them they do not meet the guidelines of 2.420 and directs them to schedule a hearing with the judge for further resolution. If a hearing is not set timely, a notice is sent to the requestor and judiciary asking for a hearing allowing us to move forward with the case; I.E.: open the images up for public inspection, allow EDP staff to dispose cases, etc.
- Reviews, processes, and replies to email requests sent to the “Redactions Needed” email group. Creates, reviews, and updates departmental procedures.
- Suppression requests for confidentiality
- Processes/coordinates requests for un-imaged documents
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**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.

#### **APPLICATION PROCESS:**

Interested candidates should submit an employment application and resume via email to Human Resources at [HR@Brevardclerk.us](mailto:HR@Brevardclerk.us) or may mail it to Human Resources, P. O. Box 999, Titusville, Florida, 32781-0999.

Employment applications may be printed and submitted from our website at [www.brevardclerk.us](http://www.brevardclerk.us).

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