

CLERK OF COURTS
Brevard County, Florida

Job Title: Records Clerk and Court Clerk
Brevard County Clerk of Court
Salary Range: \$12.50 - \$15.50 per hour
FLSA Classification: Non-exempt/Full-time Full-time

Clerk of Court employees are eligible for:

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

GENERAL JOB SUMMARY DESCRIPTION

Brevard Clerk of Court positions are clerical in nature and may include data entry, customer service, and/or complex and time critical work in the courtroom.

EXAMPLES OF CUSTOMER SERVICE WORK PERFORMED:

- Face to face interaction with customers providing general court information, processing various payments, documents and new case intake, recording documents in the official records, issuing marriage licenses and officiating ceremonies, updating and allocating financial assessments, filing, preparing, and distributing pleadings
- Assisting customers with traffic, criminal, non-criminal infraction, and juvenile related transactions and inquiries, including performing research, data entry, receipting funds, and updating calendar activities
- Preparing a daily deposit and maintaining a balanced cash drawer
- Keeping self-apprised of changes in policy, procedure, and law and applying these changes to related tasks

EXAMPLES OF COURT CLERK WORK PERFORMED:

- 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.
- Performs other duties as required

KNOWLEDGE, SKILL AND ABILITIES:

- Excellent customer service skills.
- Ability to work independently or with minimal supervision.
- Ability to demonstrate sound and accurate judgment.
- Ability to effectively deal with changes, delays or unexpected events.
- Knowledge of general office principles, practices and etiquette.
- 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.

MINIMUM QUALIFICATIONS:

A high school diploma or its equivalent required. Clerical experience and/or court related or customer service experience desired.

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 ApplicationsHR@brevardclerk.us or by mail 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