



## **ANGELA VICK**

CLERK OF THE CIRCUIT COURT AND COMPTROLLER  
CITRUS COUNTY, FLORIDA

Clerk of the County Court  
Recorder of Deeds  
Clerk and Accountant of the Board of County Commissioners  
Custodian of County Funds  
County Auditor

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### **Accepting Applications for Open Position: Criminal Processing Courtroom Clerk**

**OPEN DATE: 11/22/2017**

**CLOSING DATE: Open until filled**

**BEGINNING PAY RATE: \$12.72/hour**

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**BENEFITS AVAILABLE:** Employee Health Insurance Plan Provided, Dependent Plan Available, Health Insurance Includes a Prescription Plan. Employee Dental Insurance Plan Provided, Dependent Plan Available, Employee Life Insurance of \$20,000 Provided, Dependent Life Insurance Available, Florida Retirement Contribution, Long Term Disability, 11 Paid Holidays Per Year, Paid Leave Time, Paid Flex Time, Direct Deposit, Deferred Compensation Available, Roth IRA Contribution by Employee Available through Payroll Deduction, Recognition Programs, and Opportunity for Advancement.

*Applications may be submitted on-line at [Citrusclerk.org](http://Citrusclerk.org)*

#### **GENERAL DESCRIPTION OF POSITION**

Performs a variety of advanced clerical duties within an assigned area of responsibility that relates to the processing and maintenance of records and works according to set departmental procedures. Strong attention to detail is required; public speaking and prior experience in legal terminology or court proceedings preferred. Deputy clerk will work closely with judicial staff. Accountable for assisting the Clerk of the Circuit Court and Comptroller (Clerk) in achieving the objectives of the organization. This class reports directly to the Manager, Director, or Chief of the department and follows the Clerk's standard operating procedures and policies.

#### **ESSENTIAL DUTIES OF PERFORMANCE:**

These are essential expectations while performing the duties and responsibilities of the Deputy Clerk's position. These expectations are not all inclusive and can be modified at any time by the Clerk.

- Understand, support, and demonstrate organizational culture, and requires adherence to the Clerk's Policies and Guidelines, Mission, Vision and Balanced Scorecard initiatives. Aligns actions with organization culture (values).
  - Uphold the highest level of professionalism in all conduct and interaction with internal and external customers.
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- Shares information with team and provides management and others with relevant information on a timely basis.
- Actively participate in and/or lead staff meetings, focus groups, and/or projects with co-workers and leadership.
- Complete and prioritize tasks within assigned area of responsibility accurately, according to established standard operating procedures, performance measures, and in compliance with governing laws.
- Propose and/or assist in development of process improvement ideas to increase operational efficiency and enhance customer service.
- Communicate relevant information to leadership regarding updates and changes to standard operating procedures.
- Provide excellent customer service to internal and external customers.
- Acts as a representative of the Clerk; demonstrate discretion and ethical conduct at all times.
- Consistent and predictable attendance.
- Provide organizational support through performance of various operational tasks and follow established procedures.
- Proficient in various assignment related computer software programs.
- Perform other related duties as assigned by leadership.
- Produce accurate work and maintain a professional manner.
- May be expected to temporarily perform duties outside of normal classification in the event of a declared emergency.

#### **ESSENTIAL EXPECTATIONS OF RESPONSIBILITY:**

The tasks listed below represent essential job functions and excludes the marginal functions of the position that are incidental to the performance of essential job duties. Clerk may assign additional responsibilities related to the type of work as necessary.

- Ability to distinguish between divisions and document types
  - Ability to work as a team member
  - Initiate, update and close cases in the case management system
  - Accurately track files in the case management system when applicable
  - Accurately scan, verify and validate data of imaged court documents
  - Deliver world-class customer service by telephone, emails and in person
  - Utilize and extract information from the case management system
  - Increase knowledge by observing others, asking questions and actively pursuing training
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- In partnership with the trainer and manager, keep the training plan up-to-date and process all tasks which have been signed off on
  - Accurately perform extensive data entry, typing of correspondence, producing copies, and other office tasks within the department
  - Respond to moderately complex inquiries in person and by telephone from the public and other agencies
  - Contribute and promote a positive, open-minded, innovative atmosphere and shares/discusses ideas
  - Propose and assist in establishing practices and/or procedures that work toward the continuous improvement of processes
  - Forward orders and documents to the judiciary for signature and process upon return
  - Interact with customers and stakeholders in a professional manner at all times
  - Ability to communicate knowledge of statutory requirements regarding processes to internal and external customers
  - Act as a back-up in processing incoming mail
  - Adhere to all statutory requirements as it pertains to confidential records; validate and redact documents consistently and accurately
  - Maintains highly confidential information and understands what information is public record
  - Conduct quality control checks on scanned documents; recognize and correct scanning errors, ensure all documents are legible, communicate errors to the clerk that made them in a respectful manner
  - Assist in the preparation of electronic files for court
  - Responsible for the accurate maintenance of document retention areas for assigned department
  - Ability to identify HOT items and mark them as HOT and/or forward to the judiciary for immediate processing
  - Ability to work under high levels of stress while producing accurate work and maintaining a professional demeanor
  - Required to utilize and assist in the development, maintenance, and testing of Standard Operating Procedures
  - Accurately track original documents between judiciary and the Clerk's office
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- Processes all pleadings for assigned area of responsibility
- Requires a schedule with potential for after hours or weekend flexibility
- Reviews, completes and submits assigned reports pulled for area of responsibility
- Ability to perform public speaking in a courtroom setting and for jury pool
- Ability to remain neutral in all court proceedings; refrain from giving legal opinions
- Attends assigned court hearings and trials and accurately records in writing the Judge's directives
- Ability to travel to external locations on a weekly basis or as necessary
- Receives, maintains and documents evidence to ensure adherence to court procedures
- Responsible for entire Jury Administration – prepare, issue, and process jury venires and summons
- In partnership with Records Management, responsible for evidence inventory, retention and destruction
- Knowledge of statutory mandatory fees and assessments with the ability to communicate those to Judiciary and other agencies
- Interacts with Judges and other court personnel in a professional manner at all times

## **Knowledge**

**Data Involvement** — Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

**Educational/Vocational Certification and Experience Requirements** – High school diploma or GED required. One year of relevant work experience required (two years preferred); including, but not limited to, a Clerk's office, governmental entity, legal or similar environment.

**Mathematical Requirements** – proficient in arithmetic and its application.

**Technology** - Handles or uses machines, tools, or equipment requiring moderate instruction and experience such as computers, peripherals, scanners, copiers, word processing, spreadsheets and custom applications; multi-line phones.

**Language and Sensory Requirements** - Must have the ability to read and interpret documents such as court pleadings and procedures manuals. Must effectively communicate using and writing English with excellent spelling, grammar and punctuation in order to prepare reports and/or correspondence. Must be able to interpret and apply applicable laws, rules, regulations and policies. Tasks require visual perception and differentiation, as well as excellent oral and written communications ability.

## **Skills**

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**People Involvement** - Gives information, instruction, guidance, or assistance to people who directly facilitate task accomplishment. Frequently serves internal and external customers, attends to their requests and exchanges information.

**Reasoning Requirements** - Performs semi-skilled work involving standard operating procedures (SOP) and best practices utilizing logic and reasoning when encountering frequent problems. Must have the ability to effectively deal with problems and cope with customers (internal and external) in impromptu situations.

### Abilities

**Consequences of Mistakes** - Consequences of mistakes can be moderately serious; can affect departments and divisions and also result in serious consequences to citizens (i.e. unwarranted arrests, extended time in jail, financial and legal implications, custody concerns, etc.) Loss of life could occur, but the probability is low.

**Mental Requirements** - Performs specialized technical or entry level professional work requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires attention for accurate results; with short periods of concentration or occasional exposure to unusual pressures. Ability to work under levels of high stress and pressure while producing accurate work and maintaining a professional manner.

**Financial Authority** - Has no financial authority.

**Physical and Dexterity Requirements** - Ability to sit or stand for extended periods of time, while concentrating on repetitious or complex tasks. Ability to work within time constraints and workload surges. Ability to work in a fast paced environment with frequent interruptions while maintaining speed and accuracy. Ability to lift up to 35-50 pounds (varies based on position). Considerable skill, adeptness, and speed in the use of fingers, hands or limbs in tasks.

**Judgments and Decisions** - Responsible to guide others, requiring some decision making affecting the individual, co-workers, and others whom depend on the service or product; work in a somewhat fluid environment with rules and procedures but many variations from the routine. Ability to work on assignments where common sense and good judgment are essential. Judgment is required to ensure information released to public is not legal advice, is not released without proper authorization, is in compliance with best practices, and is not confidential in nature. Ability to work with and maintain confidential and/or sensitive records, and comply with legal advice restrictions for the Clerk & Comptroller's office as well as state and federal guidelines.

**Environmental Factors** – Tasks are performed without consistent exposure to hazardous environmental conditions. However, tasks may require compliance with safe handling of potentially hazardous materials, including but not limited to; court evidence, mail and packages received, microfilm chemicals, and aged records. Tasks require performance in a public environment with limited control over environmental exposure. Tasks could involve exposure to confidential, sensitive, and graphic images or information that must be safeguarded. All employees must promote a professional image to customers and have the ability to readily adapt to changes as business needs dictate.

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## Equal Opportunity Employer

The Clerk of the Circuit Court is an equal opportunity employer. We abide by and enforce the provisions of Title VII of the 1964 Civil Rights Act, the Age discrimination in Employment Act, Chapter 760 of the Florida Statutes, the American with Disabilities Act, and all other Equal Employment Opportunity laws and regulations.

## Non-Discrimination

This office does not discriminate or make adverse employment decisions on the basis of race, color, age, religion, national origin, sex, marital status, disability, genetic information, status as a veteran, or any other category prohibited by law.

## Recruitment

The Clerk of the Circuit Court welcomes applications from qualified applicants at any time. Applications will remain active for a period of 3 months from the date received. Resumes will be accepted if selected for an interview.

If you are applying for Veteran's preference. Please contact Human Resources to submit the DD-214 paperwork.

Current applications are reviewed by the hiring team to select applicants that meet the qualifications as indicated on the job posting. If selected for an interview, the applicant will be contacted and notified of the date, time, and location. Skills tests may be administered in accordance with job qualifications. Interviewees will be notified once a hiring decision has been made.

The person selected for a position must successfully complete the following:

- Prior Employment Verification
- National Background Check
- Driver's License Check (if applicable)
- Education Verification (if applicable)

*Please Note: Once a conditional job offer is extended, the selected candidate will be required to submit to a pre-employment drug test(s) to detect the presence or absence of any drug, including alcohol, or its metabolites which by way of the policy are prohibited.*

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AND COMPTROLLER

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