



Records Specialist 1

Category: Classified
Pay Grade: C13
Job Code: 18690

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs specialized to complex clerical work which may require, depending upon the area of assignment, data entry, processing, research, and filing of a variety of legal documents performed in an automated work environment; may work in various departments under the Clerk of the Circuit Court and could require public contact; reviews and processes a wide variety of official records and/or legal documents in accordance with Florida Statutes and other pertinent legal authorities.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Performs typing and data entry and reviews and processes a variety of administrative and public legal documents;
- May provide information and services to the general public and respond to inquiries and requests from attorneys, litigants, agencies, and the court;
- Performs a combination of assignments that can require operation of document scanner equipment, personal computers, microfilm equipment, telecommunication equipment, or other records support services and technologies;
- Performs file management and inventory control tasks;
- Answers phones and assists customers;
- Establishes and maintains court dockets;
- Opens, sorts, and distributes mail;
- May perform a variety of tasks related to an automated office environment;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

One (1) year of experience in clerical work which may include one (1) year of customer service experience; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the Florida Statutes, Rules of Court, and regulations pertinent to area of assignment;
- Knowledge of legal terminology, grammar, spelling, and math;
- Knowledge of recordkeeping practices and procedures;
- Knowledge of automated office equipment, practices and procedures.
- Skill in the operation of automated office equipment;

- Skill in the application of quality customer service.
- Ability to provide quality customer service;
- Ability to follow instructions in accordance with laws, regulations, and procedures;
- Ability to provide information correctly and concisely, both orally and in writing;
- Ability to type with reasonable speed and accuracy.

PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable work environment.