



Court Clerk 2

Category: Classified
Pay Grade: C20
Job Code: 18738

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 clerical work attending court sessions, takes minutes either in handwritten form or electronically and prepares a wide variety of court related orders; performs advanced, independent clerical duties in more than two (2) of the following court areas: Traffic, Juvenile, Civil/Small Claims, County Criminal, Circuit Criminal; ensures the care, custody, and control of all tangible evidence submitted in court; maintains heavy professional contact with judges, attorneys, defendants, and the general public.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Attends various court hearings such as, but not limited to, advisories, arraignments, pre-trials, motions, jury and non-jury trials, and sentencings;
- Prepares and checks court calendars prior to court hearings;
- Prepares all case files and related legal documents for all pre-court, in-court, and after court work;
- Administers oaths to jurors and witnesses and completes minutes of court proceedings in proper legal form;
- Receives and identifies exhibits;
- Prepares and publishes verdict forms;
- Prepares and types, through a personal computer, forms for judges' signatures, and forms related to case progress;
- Enters official data into computer;
- Researches case information on the computer during court proceedings;
- Receives and accepts for filing various legal papers and certifies various legal forms and papers;
- Serves public by furnishing information as requested;
- Serves as sole custodian for all tangible evidence submitted in court;
- Assists with training other court clerks as assigned;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Three (3) years of experience in secretarial/clerical work, two and a half (2.5) years of which has been in work related to legal or court procedures and two and a half (2.5) years of which involved use of personal computers and Windows based applications; 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 court practices and procedures and of the Florida statutes, rules, and regulations;
- Knowledge of personal computer and peripheral equipment, procedures, and practices;
- Knowledge of business English, spelling, and math;
- Knowledge of legal terminology;
- Knowledge of the administrative and procedural regulations applicable to the court system;
- Ability to understand complex oral and written instructions;
- Ability to type using a personal computer accurately at a reasonable rate of speed and to maneuver around in the screens using a mouse;
- Ability to work independently.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which 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.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Reaching: Extending hand(s) and arm(s) in any direction.
- 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 recordings 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.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

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