



Court Registry Specialist

Category: Classified
Pay Grade: C18
Job Code: 18684

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 independent, complex, and specialized work involving the Court Registry under the Clerk of the Circuit Court; reviews, and processes Court Registry documents consisting of a wide variety of legal documents, financial records, and reports; disburses monies as ordered by the Court; works closely with and is a backup for the Clerk's Reporting Support Specialist to prepare monthly, quarterly and annual reports, including the Unclaimed Funds Report; provides information to the general public and court personnel in response to inquiries and disbursements.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Accepts monies for deposits;
- Disburses monies from the Court Registry as directed by law or court order;
- Processes Certificates of Compliance and Reports of Sale;
- Prepares lien payoff statements and Satisfactions of Judgment;
- Prepares Unclaimed Funds reports;
- Prepares bond calculations per Florida Statutes;
- Intake of Bonds: car bonds, injunction bonds, transfer liens to bonds, etc.
- Verifies all reports, validations and disbursements;
- Provides information and services to the general public and responds to inquiries and requests from attorneys, litigants, and the court;
- Determines disbursement made based on court orders;
- Works in conjunction with and acts as a backup for the Clerk's Reporting Support Specialist I responsibilities;
- Develops and maintains contacts and close working relationships with various state agencies to facilitate accurate state reporting of case data;
- Provides progress reports to management;
- Attends regular meetings with internal and external agencies to ensure accurate reporting;
- Performs a variety of tasks related to an automated office environment;
- Prepares reports and performs special projects as required;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Three (3) years of experience in the Clerk of the Court operations, with experience in processing financial transactions, reviewing accounts or resolving issues with accounts; or an Associate's degree and one (1) year of experience in the Clerk of the Court operations processing financial transactions, reviewing accounts or resolving issues with accounts; 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 principles of civil law, governmental auditing, and record keeping procedures;
- Knowledge of the Florida Statutes, Rules of Court, and regulations pertinent to Civil Court Records;
- Knowledge of automated office equipment, practices, and procedures;
- Knowledge of legal terminology, grammar, spelling, math, and bookkeeping methods.
- Skill in the application of quality customer service;
- Skill in the operation of automated office equipment;
- Ability to make and apply decisions in accordance with laws, regulations, and procedures;
- Ability to analyze accounts, perform computations, and prepare related documents;
- Ability to understand and follow oral and written instructions and to express oneself clearly and concisely, orally and in writing.

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.
- 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.