



Records Specialist, Senior

Category: Classified/Excluded
Pay Grade: C18
Job Code: 18700

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

This is a lead worker position with duties requiring independent decision making and contact with the public, attorneys, litigants and the court. Area of assignment can be any court related departments under the Clerk of the Circuit Court. Employees in this class resolve complex problems and use independent judgment based on Florida Statutes, Rules of Court and other pertinent legal authorities. This employee works closely with supervisors and management to coordinate activities toward the completion of shift work. The work may include cash handling and verification, account balancing, and preparing daily bank deposits.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Serves as lead worker over a clerical support staff;
- Assists supervisor in the planning, assigning and reviewing of work assignments and staff performance;
- Trains new employees and keeps staff apprised of policy and procedural changes;
- Assists in opening, closing, balancing, verifying cash and preparing bank deposits;
- Provides information and services to the public; responds to inquiries or concerns from other related departments and attorneys;
- Reviews and processes legal documents and files; may determine viability of documents;
- Prepares work related reports;
- Assists with vendor E-records;
- Attends staff meetings;
- Performs a variety of tasks related to an automated office environment;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High School diploma or an acceptable equivalency diploma (GED); and three (3) years clerical experience in legal or court-related work, one of which includes one (1) year in a Clerk of the Court's Office and may include one (1) year as a teller or cashier depending on area of assignment; 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 highly desirable knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of Florida Statutes, Rules of Court, departmental procedures, and other legal authorities pertinent to the area of assignment;
- Knowledge of the principles of cashiering, governmental accounting and recordkeeping procedures;
- Knowledge of automated office procedures, methods and equipment;
- Knowledge of legal terminology, grammar, spelling, math and ability to follow oral and written instructions;
- Skill in the operation of automated office equipment;
- Ability to provide quality customer service;
- Ability to work independently, plan and productively utilize the talents of the assigned staff;
- Ability to make decisions in accordance with laws and regulations, and communicate information to resolve problems;
- Ability to train and lead personnel;
- Ability to type with reasonable speed and accuracy.

PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- 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.
- Visual Acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.