

COURT RECORDS SPECIALIST 1

Job Code	Pay Grade
18674	CL7

Nature of Work

This is specialized clerical work involving data entry, filing and the processing of a variety of legal documents, in accordance with Florida Statutes, Rules of the Court and other pertinent authorities, performed in an automated work environment. Areas of assignment could be any of the departments under the Clerk of the Circuit Court. Depending upon the department assigned, specific duties may vary, and could require public contact. Decisions are made within established guidelines and procedures.

Minimum Qualification Requirements

- 1 year experience in clerical work which may include 1 year customer service experience; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- 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 relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Performs typing/data entry, reviews and processes a variety of legal documents.
- Provides information and services to general public, and responds to inquiries and requests from attorneys, litigants and the court.
- May perform a variety of tasks related to an automated office environment.
- May perform file management and inventory control tasks.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Basic knowledge of Florida Statutes, Rules of Court and regulations pertinent to area of assignment.
- Knowledge of legal terminology, grammar, spelling and math.
- Knowledge of record keeping practices and procedures.
- Knowledge of automated office equipment, practices and procedures.
- Skilled in the operation of automated office equipment.
- Ability to provide quality customer service.
- Ability to follow instructions in accordance with laws, regulations and procedures.
- Ability to provide information correctly and concisely, orally and in writing.
- Ability to type with reasonable speed and accuracy.

For official use only

Revised	EEOC Code	Overtime Code
6/01	Administrative Support	Classified