

COURT RECORDS SPECIALIST 2

Job Code	Pay Grade
18678	CL8

Nature of Work

This is complex specialized clerical work which involves data entry, filing and the processing of a variety of legal documents, in accordance with Florida Statutes, Rules of 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. This class differs from the Court Records Specialist 1, in that it requires a greater level of court knowledge.

Minimum Qualification Requirements

- 2 years clerical experience in legal or court-related work; 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 the 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

- 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 make and apply decisions 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.

COURT RECORDS SPECIALIST 2 (continued)

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Career Ladder Requirements

An employee may be promoted to this class from the Court Records Specialist 1 classification after one year experience in the Court area, satisfaction of specified criteria, upon the recommendation of the Department Manager, and approval of the Division Director.

Employee must complete a minimum of 1 year in area of assignment, and demonstrate a general knowledge and job proficiency skills, for Level I and II of career ladder, and sustain a rating of Good, or above, in all performance categories.

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Revised	EEOC Code	Overtime Code
6/01	Administrative Support	Classified