

COURT RECORDS SPECIALIST, SENIOR

Job Code	Pay Grade
18682	CL11

Nature of Work

This is a lead worker position with duties requiring independent decision making and contact with the general 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.

Minimum Qualification Requirements

- 3 years clerical experience in legal or court-related work, one of which includes 1 year in a Clerk of the Court's Office and may include 1 year as a teller or cashier depending on area of assignment; 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.)

- 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.
- May assist in opening, closing, balancing, verifying cash and preparing bank deposits.
- Provides information and services to the general public; responds to inquiries or concerns from other related departments and attorneys.
- May perform a variety of tasks related to an automated office environment.
- Performs related work as assigned or required.

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.
- Skilled 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.

For official use only

Revised	EEOC Code	Overtime Code
6/01	Administrative Support	Classified