

RECORDS SPECIALIST 1

Job Code	Pay Grade
18690	CL7

Nature of Work

This is specialized clerical work which may require, depending upon the area of assignment, data entry, processing, research and filing of a variety of legal documents performed in an automated work environment. The areas of assignment may be in various departments under the Clerk of the Circuit Court. An employee in this class reviews and processes a wide variety of official records and/or legal documents in accordance with Florida Statutes and other pertinent legal authorities. Decisions are made within established guidelines and procedures. The position reports to a supervisor or designee.

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 administrative and public legal documents.
- May provide information and services to the general public and respond to inquiries and requests from attorneys, litigants, agencies, and the court.
- Performs a combination of assignments that can require operation of document scanner equipment; personal computers; microfilm equipment; telecommunication equipment; or other records support services and technologies.
- Performs file management and inventory control tasks.
- May perform a variety of tasks related to an automated office environment.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

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

For official use only

Revised	EEOC Code	Overtime Code
10/12	Administrative Support	Classified