

RECORDS SPECIALIST 2

Job Code	Pay Grade
18694	CL8

Nature of Work

This is complex specialized clerical work, which may require data entry, processing, filing legal documents and computer research depending upon the area of assignment. 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. This class differs from the Records Specialist 1, in that a greater level of departmental knowledge is required. An employee may be promoted to this class from Records Specialist I after one year experience in their assigned area, satisfaction of specified criteria and upon the recommendation of the Department Manager with the approval of the Division Director.

Minimum Qualification Requirements

- 2 years 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 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.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Ability to make and apply decisions in accordance with laws, regulations and procedures.
- 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 record keeping 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 provide information correctly and concisely, both orally and in writing.
- Ability to type with reasonable speed and accuracy.

RECORDS SPECIALIST 2 (continued)

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Career Ladder Requirements

Employee must complete a minimum of one (1) year in area of assignment with specified general areas of knowledge and job proficiency skills for Level I and II of career ladder. Employee must be at a rating of good or above in all performance categories.

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Revised	EEOC Code	Overtime Code
6/01	Administrative Support	Classified