

RECORDS SPECIALIST 3

Job Code	Pay Grade
18696	CL9

Nature of Work

This is a high level complex specialized clerical work which may require heavy public contact. Areas of assignment could be any of the departments under the Clerk of the Circuit Court. An employee in this class reviews and processes a wide variety of official records, board minutes and/or legal documents in accordance with Florida Statutes, rules, and regulations. Considerable independent judgment is required at this level within the parameters of departmental guidelines, policies and procedures. The variety of work differs among positions but where work is more repetitive there is an additional responsibility for finality of action.

Minimum Qualification Requirements

- 3 years clerical 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.)

- Serves as a lead worker over clerical staff involved in file maintenance, processing of board minutes and distribution of board orders and related paperwork.
- Reviews documents for record ability prior to processing.
- Advertises public hearings for BCC and other County departments.
- Fills in and assists in the issuance of dock permits and related tasks.
- Prepares County ordinances for filing in the State Capital.
- Receives, processes and schedules petitions for Value Adjustment Board.
- Responds to inquiries by citizens, other employees and politicians.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of business English, spelling and arithmetic.
- Knowledge of automated office procedures and practices.
- Knowledge of the laws, rules and regulations governing court-related and/or recording services pertinent to area of assignment.
- Ability to make decisions in accordance with laws and regulations and apply these to work problems.
- Ability to provide information correctly and concisely, both orally and in writing.
- Ability to deal with the public in an effective and courteous manner.

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Created	EEOC Code	Overtime Code
8/99	Administrative Support	Classified