

## RECORDS SPECIALIST, SENIOR

Job Code	Pay Grade
18700	CL11

### Nature of Work

This is a lead worker position with duties requiring independent decision making, contact with the general public, attorneys, litigants, the court and clerical work in an automated office environment. Area of assignment may be in any related department under the Clerk of the Circuit Court. Employees in this class resolve the more complex problems and use independent judgment based on the Florida Statutes, Rules of Court and other pertinent legal authorities. The employee in this position works closely with supervisors and management to coordinate the process and completion of the work. The work may include cash handling, balancing, verifying cash, preparing daily deposits and the review, process, recording and/or retention functions of a variety of legal documents.

### Minimum Qualification Requirements

- 3 years clerical experience which includes 1 year in Clerk of the Court's Office; or
- An equivalent combination of 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 a group of clerical support staff.
- Assists the supervisor in the planning, assigning and reviewing of work assignments and staff.
- Trains employees and keeps them apprised on policy and procedural changes.
- Reviews and processes legal documents and files; may determine recordability of documents.
- May assist in opening, closing, balancing, verifying cash and preparing deposits.
- Provides information and services to the general public, other related departments and/or attorneys to resolve complaints and problems.
- May prepare work related reports.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of the 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 practices and procedures pertinent to the area of assignment.
- Knowledge of automated office procedures, methods and equipment.
- Knowledge of legal terminology, grammar, spelling, math and ability to understand oral and written instructions.

## RECORDS SPECIALIST, SENIOR (continued)

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### Knowledge, Skills, and Abilities (continued)

- Skilled in the application of quality customer service.
- Skilled in the operation of automated office equipment.
- Ability to work independently, plan and coordinate the workflow.
- Ability to make decisions in accordance with laws and regulations and apply these to work processes and problems.
- Ability to train personnel.
- Ability to type with reasonable speed and accuracy.

For official use only

Revised	EEOC Code	Overtime Code
6/01	Administrative Support	Classified