

## Court Clerk Aide

Job Code	Pay Grade
18728	CL 9

### Nature of Work

This is specialized court related clerical work attending court sessions and taking hand written minutes for Civil Jury Trials, assisting with after court work, pulling court files, checking calendars, reviewing minutes, and other court related duties. An incumbent in this class performs court duties that require making independent decisions as it relates to assigned duties. An incumbent takes responsibility for the care, custody, and control of all tangible evidence submitted in court. The incumbent maintains professional and tactful relationships with judges, attorneys, defendants, and members of the general public. The position reports to a supervisor, team leader, or designated official.

### Minimum Qualification Requirements

- 2 years clerical or secretarial experience that includes 1 year in legal or court-related work; 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.)

- Attends Civil Jury Trials and assists with processes and paperwork in various court hearings.
- Conducts reviews and checks case files and legal documents for all pre-court, in-court, and after court processes.
- Administers oaths to jurors and witnesses; completes minutes of court proceedings in proper legal form.
- Receives and identifies exhibits.
- Researches case information on the computer during court proceedings.
- Receives and accepts for filing various legal papers; certifies various legal forms and papers.
- Serves public by furnishing requested information.
- Serves as sole custodian for all tangible evidence submitted in court.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of Florida Statutes, rules, and regulations.
- Knowledge of personal computer and peripheral equipment, procedures and practices.
- Knowledge of business English, spelling and math.
- Knowledge of legal terminology.
- Ability to type using a personal computer accurately at a reasonable rate of speed and to maneuver around in the screens using a mouse.
- Ability to work independently.
- Ability to maintain professionalism in a tactful and courteous manner.

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Created	EEOC Code	Overtime Code
01/11	Administrative Support	Classified