

COURT CLERK

Job Code	Pay Grade
18730	CL11

Nature of Work

This is specialized clerical work attending court sessions, taking minutes either in handwritten form or electronically and preparing a wide variety of court related orders. An employee in this classification performs advanced, independent clerical duties in two (2) of the following court areas: Traffic, Juvenile, Civil/Small Claims, County Criminal, Circuit Criminal. After completion of an appropriate training regimen, the employee is expected to work independently and apply knowledge of state and local laws. Employees are solely responsible for the care, custody, and control of all tangible evidence submitted in court. Employees have heavy professional contact with judges, attorneys, defendants, and the general public. Employees in this classification are routinely assigned to work night court or weekend and holiday advisory or Juvenile First Appearance hearings depending upon area of assignment.

Minimum Qualification Requirements

- 3 years experience in secretarial/clerical work, one (1) year of which has been in work related to legal or court procedures; and one (1) year which involved use of personal computers, Windows based applications; 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 various court hearings such as, but not limited to: advisories, arraignments, pre-trials, motions, jury and non-jury trials, and sentencings.
- Prepares all case files and related legal documents for all pre-court, in-court, and after court work;
- Administers oaths to jurors and witnesses; completes minutes of court proceedings in proper legal form;
- Receives and identifies exhibits;
- Prepares and publishes verdict forms;
- Prepares and types, through a personal computer, forms for judges signatures and forms related to case progress;
- Enters official data into computer.
- 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 information as requested.
- Serves as sole custodian for all tangible evidence submitted in court.
- Performs related work as assigned or required.

COURT CLERK (continued)

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Knowledge, Skills, and Abilities

- Knowledge of court practices and procedures and of the 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.
- Knowledge of the administrative and procedural regulations applicable to the court system.
- Ability to understand complex oral and written instructions.
- 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.

For official use only

Revised	EEOC Code	Overtime Code
9/02	Administrative Support	Classified