

Bay County Clerk's Office Job Description

| <u>Job Title</u> | <u>Department</u> | <u>Classification</u> |
|------------------|-------------------|-----------------------|
| Civil Clerk | Civil | Non-Exempt |

Nature of Job:

This position performs clerical and cashier duties as a Deputy clerk in the Civil Department. Interact with customers to provide information in response to inquiries involving civil cases. Accuracy is a vital component of the job function.

Essential Functions and Responsibilities:

- Posting and scanning documents for new and existing cases.
- Record case dispositions.
- Answer inquiries from the general public regarding judicial procedures, court appearances, hearing dates, summonses, and payment of filing fees.
- Balance and maintain cash drawer and balance daily cash and check intake.
- Assist with e-filing documents.
- Assist with foreclosure cases.
- Perform all clerical duties in court for civil cases.

Non-Essential Functions and Responsibilities:

Minimum Qualification Requirements:

- Must be able to speak, read, write, and comprehend English language.
- Must possess and maintain a valid Florida driver license with a driving record acceptable to the Clerk's Driving Policy and insurance program.
- Graduation from an accredited high school or GED.
- A comparable amount of training and/or experience may be substituted for the minimum qualifications except for the Florida Driver's License requirement.

Licenses and/or Certifications:

Must possess and maintain a valid Florida driver license with a driving record acceptable to the Clerk’s Driving Policy and insurance program.

Knowledge Skills and Abilities:

- Knowledge of MS Word, Outlook, Attention to detail, PC Proficiency, General math skills.
- Ability to maintain good interpersonal and communication skills to deal with public.
- Ability to establish and maintain effective working relationships with a variety of people.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain a constant state of awareness to enhance worker productivity, safety and health.

Working Conditions:

Work is primarily performed indoors but requires some exposure to environmental changes (e.g., outdoor weather and/or field conditions) or irate customers, extreme noise, odors, heights and/or dust.

Risk/Safety Conditions:

See above Working Conditions

Essential Physical Activities:

Stooping, crouching, walking, pulling, lifting, grasping, hearing, seeing up close, seeing far away, kneeling, reaching, pushing, talking, standing, climbing. This position may require lifting up to 25 lbs.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with Bay County.

(Print Name)

(Employee number)

(Signature)

(Date)

Disclaimer:

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The employer may add to or revise this job description at any time.

THE BAY COUNTY CLERK'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE.