



HIGHLANDS COUNTY CLERK OF COURT

JOB DESCRIPTION

Job Title: Court Specialist (Civil) I, II, III

Job Class: 0480, 0481, 0482

FLSA Status: Included

Salary Grade: 12, 13, 14

Department: Court Services

Division: Civil/Child Support

EEO Code: 6 - Administrative Support

Effective Date:

Last Revision Date: 7/2021

POSITION SUMMARY:

Responsible for all Civil Records and all clerical work relating to the legal procedures for the Clerk of Courts mandated by the Florida Statutes and requested by the Judiciary.

ESSENTIAL JOB FUNCTIONS:

- Participates in all phases of the clerical work of the Civil Division of the Clerk of Courts which includes Circuit Civil, County Civil and Child Support.
- Process all pleadings filed, Court Memorandums, Court Orders in the division and input necessary data along with scanning images into the automated system with the required time standards.

- Process new cases filed and reopened cases by working with the public and by necessary data entry into an automated system, setting court dates and building case files.
- Assists the public in providing copies, court information and collection of applicable payments via electronic or in-person.
- Responds to correspondence via fax, phone, email or written letter with the public, attorneys, the judiciary and any agency in reference to Civil or Child Support Cases.
- Attend court proceedings in person or virtually. Complete Court Memorandums and work with the public by providing paperwork in person, by mail or electronically.
- Confers with Civil Division Manager or Director with any concerns regarding the operation of the Civil Division.
- Employee in this capacity will have access to confidential information and must maintain privacy of all confidential information.
- Perform special assignments, duties and projects as instructed by the Civil Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as directed)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the laws, rules and procedures relating to the operation of the Civil Division and the Clerk of Court's Office.
- Typing Skills.
- Telephone courtesy and information gathering skills.
- Knowledge of proper grammar, spelling, punctuation and math.
- Ability to establish and maintain effective working relationships.
- Ability to analyze and interpret division related issues.
- Ability to effectively communicate both orally and in writing.
- Ability to multi-task.

EDUCATION AND/ OR EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.

(A comparable amount of training, education or experience in government and/or the private sector may be substituted for the above minimum qualifications)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- N/A

ESSENTIAL PHYSICAL SKILLS:

- Sedentary work. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull otherwise move objects, including the human body.
- Stooping: Bending body downward and forward by bending spine at the waist.
- Kneeling: Bending the body downward and forward by bending leg and spine.
- Crouching: Moving about on hands and knees or hands and feet.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Standing: Particularly for sustained periods of time.
- Sitting: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- Dexterity: Picking, pinching, typing or otherwise working, primarily with fingers rather with the whole hand or arm as in handling.
- Grasping: Applying pressure to an object with the fingers and palms.
- Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which, they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing: Perceiving the nature of sounds with no less than a 40 db loss @ 55 HZ, 1,000 HZ and 2,000 HZ with or without correction. Ability to receive detailed information through oral communication and to make fine discriminations in sound, such as when making fine adjustments on machined parts.

- Visual requirement equal to that for clerical administrative whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, etc.

ENVIRONMENTAL CONDITIONS:

- Fast pace office and courtroom environment.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Signature

Date

Signature

Date