

HIGHLANDS COUNTY CLERK OF COURTS

JOB DESCRIPTION

JOB TITLE: TAX DEED/MARRIAGE LICENSE SPECIALIST

CLASS:

DEPARTMENT: TAX DEEDS/MARRIAGE LICENSE

GENERAL DESCRIPTION:

Advanced and complex clerical work including general office duties, answering incoming calls and provide general information on department functions in the Clerk of Courts Office.

ESSENTIAL JOB FUNCTIONS:

1. Receives, processes and prepares all incoming tax deeds files for auction. Inputs and scans all pertinent information into system for public view.
2. Reviews documents for accuracy and completeness.
3. Prepares correspondence in response to requests made by the public for copies and name searches.
4. Prepares correspondence in response to requests made by the public for copies and name searches.
5. Assists public with copies of marriage licenses and other requests.
6. Record marriage licenses.
7. Processes mail daily. Sorts and distributes mail.
8. Coordinate tax deed auctions and insures procedures are conducted as required.

(Receptionist Duties)

9. Greet and direct public to proper departments. Answer all incoming phone calls.
10. Furnish general information on department functions and refers more technical questions to appropriate person for handling.

{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 required}

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of tax deed/marriage license procedures.
- Knowledge computer input and use of current software.
- Knowledge of operation calculator, typewriter, copiers and other business office machines.
- Ability to establish and maintain effective working relationships.

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- Ability to respond to routine correspondence from the public to the Tax Deed/Marriage License Division.
- Telephone courtesy and information gathering skills.
- Effective written and oral communication skills.
- General knowledge of office practices and procedures.
- Skill in dealing with members of the general public.
- Ability to learn the functions and operations of the organization.

EDUCATION AND EXPERIENCE:

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

{A comparable amount of training, education or experience may be substituted for the above minimum qualifications.}

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- N/A

ESSENTIAL PHYSICAL SKILLS:

- Ability to communicate using speech, hearing and vision skills.
- Ability to operate a keyboard and other business office machines.
- Ability to remain at a work station and view a display screen for extended periods of time.
- Ability to speak clearly and distinctly using good grammar and a pleasing voice.
- Ability to use both hands with dexterity.
- Traverse stairs (if elevator is not accessible). Sit for extended periods of time. Lift and carry objects in excess of 10 pounds. Utilize step-ladder (filing out of normal reach). Bend. Stoop.

ENVIRONMENTAL CONDITIONS:

- Office environment.

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

Staff Signature:

Date:

Director:

Date:
