

## **JOB DESCRIPTION – GULF COUNTY CLERK OF COURTS**

**JOB TITLE:** Records Management Clerk

**DEPARTMENT:** Recording Division

**REPORTS TO:** Recording Supervisor

**Summary:** With limited supervision, performs clerical work relating to the filing and distribution of records located within the Clerk's Office and our storage facilities. Provide records and information retrieval, retention and disposition services. Provides basic information technology support for Clerk's Office. Responsible for the purchase and inventory of all supplies and equipment for the Clerk's Office. Performs collections and establishes payment plans for court department. Assist with the recording of Official Records, Passport Applications and Marriage Licenses.

**Job Purpose:** The purpose of this position is to assist departments with the preparation of record retention inventories, organize, store and purge records and files in compliance with Gulf County Clerk's policy, General Records Schedule and Florida Statutes. This position also purchases and distributes equipment and supplies in conjunction with normal business operations.

**Essential Functions, Duties and Responsibilities:** Include, but are not limited to the following. Management may assign other related duties.

- Assist departments within the Clerk's Office with the preparation or record retention inventories. Lift, store, organize and shift files.
- Purge files in compliance with the Clerk's policy, General Records Schedule, and the Florida Statutes.
- Retrieve files and deliver to authorized persons and/or departments in compliance with the Clerk's policy.
- Assists the general public and responds promptly to telephone calls.
- Communicate important issues to Supervisor.
- Ability to communicate in a prompt, courteous, and professional manner.
- Information Technology Support. Maintenance of computer hardware, printers, scanners, installation of software programs, minor troubleshooting and some understanding of networking system.
- Collections and Payment Plans for Courts
- Court Evidence Custodian and Disposition; including Annual Court Evidence Inventory
- Clerk Website Maintenance
- Abide by all internal policies and work procedures.
- Attend seminars or other required training to enhance job knowledge.
- Use proper safety protocol.
- Prices, orders, maintain and distribute all equipment and supplies needed by the Clerk's Office.
- Maintains maintenance agreement files and contacts repair service when needed.

- Establishes and maintains a stock of frequently used Clerk of Court forms.
- Consistent and punctual attendance as required within the policy of the Gulf County Clerk of Courts office.
- Backup and assistance for Recording (requires Passport certification, marriage license skills)
- Assist public with BOCC Public Records Request, Bids, and Legal Advertising
- Perform other duties and special tasks as assigned.

**QUALIFICATIONS:**

**SKILLS AND ABILITIES REQUIRED:**

- Keyboard 35 correct words per minute.
- Ability to interact with the public in a professional manners and communicate clearly, and effectively both verbally and in writing.
- Skill to operate with appropriate speed and accuracy a computer, printer and standard office business machines including a telephone, keyboard, copier, calculator, fax machine, microfilm/microfiche reader/printer, map plotter and scanner.
- Ability to use Word, Excel, and email.
- Ability to develop and maintain good working relationships.
- Ability to use a digital camera.
- Ability to transport and store boxes of records and files.
- Knowledge of general records schedules and Florida Statutes, preferred.
- Possess a valid driver license.
- Access file cabinets and records storage shelves for filing and retrieval of records.
- Ability to lift 30-50 pounds.
- Ability to perform duties with minimum supervision.

**EDUCATION:**

- High School Diploma or equivalent.
- Minimum of one-year experience in records systems, appraisal, retention, disposition and protection of records preferred.

**PHYSICAL DEMANDS:**

- Walking, standing, or sitting for extended periods.
- Requires a substantial amount of bending, stooping, climbing, and lifting.
- Must be able to lift 30-50 pounds
- Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- Hepatitis B vaccination may be required.

**WORK CONDITIONS:**

Office and warehouse environment. Work closely with others for the purpose of file/records delivery.

**(These Major Job Duties are not a complete statement of all duties required of the job. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. Required to perform other related job duties as**

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**may be assigned or required.)**