

GULF COUNTY CLERK OF COURT AND COMPTROLLER

JOB TITLE: DEPUTY CLERK – FELONY AND APPEALS

DIVISION/DEPARTMENT: CIRCUIT COURT

MAJOR PURPOSE OF JOB:

Performs moderately complex clerical work relating to legal procedures for the Clerk of Courts Office. Job duties require the ability to research Florida Statutes, as well as initiative and independent judgment in carrying out established procedures.

Essential Functions, Duties and Responsibilities: included, but not limited to the following.

- Performs various advanced and specialized clerical work in Circuit Court (i.e., Felony, Appeals). Prepares cases for court and compiles records after court is completed.
- Enters court-related data into the case management system.
- Receives checks or money orders from the public for fines, filing fees, etc. Processes payments and enter related data into the case management system.
- Assigns case numbers, inputs and scans related data into the judicial system via a computer and scanner.
- Files new cases; makes docket entries; prepares various court reports; and processes forms such as capiases, summons, and notices to appear.
- Maintains various records and files; searches files; retrieves and copies documents; answers correspondence; and prepares files for court.
- Explains information to the general public relating to cases, responds to telephone calls, and provides Pro Se assistance to the general public.
- Attends court, arraignments and /or conferences.
- May participate in jury functions: selecting venires, excusing jurors, updating jury pool, paying jurors, and completing jury reports.
- Processes Pro Se Forms, Circuit forms, Criminal dispositions and Department of Correction paperwork.

(These are not a complete statement of all duties required of the job. Incumbents will be required to perform such other related job duties as may be assigned or required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of business English, spelling, grammar and punctuation.
- Ability to research and understand Florida law and general legal procedure.

- Ability to input data on computer equipment and use standard office business machines including a keyboard, scanner, calculator, email, and copier.
- Ability to learn the District Court of Appeal electronic file system.
- Ability to understand and follow moderately complex oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees, the general public, judges, and attorneys.
- Ability to maintain effective telephone answering and information gathering skills.

EDUCATION AND EXPERIENCE:

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

PERSONAL WORK RELATIONSHIPS:

- Other employees in the Courts and Records Division, Finance Department, and Human Resources to accomplish job duties.
- General Public: answering questions, giving and receiving information in order to render service; processing payments of fines, fees, etc.

ESSENTIAL PHYSICAL SKILLS:

- Ability to communicate using speech, vision and hearing.
- Ability to operate a computer and standard business machines including a keyboard, scanner, calculator, FAX and copier.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a computer terminal and input/retrieve data for extended periods of time.

WORK ENVIRONMENT:

- Works in a standard office environment, normally seated.

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