

CLASS TITLE: CRIMINAL DATA ENTRY CLERK

Title: Data Entry Clerk

Brevard Clerk of Court

Department: Criminal Law

Salary Range: \$11.00 – \$15.50 depending on education and experience

FLSA Classification: Full-time

Full-time Clerk of Court employees are eligible for:

Health insurance

Life insurance

Florida Retirement Systems

18 sick/vacation days per year

11 paid holidays per year

SUMMARY DESCRIPTION

The Criminal Data Entry Department is the primary department responsible for processing all criminal, traffic, and juvenile cases from initiation through disposition. This includes all duties related to documentation and activities on these case types. Data entry clerks perform data entry from electronic and paper documentation by inputting information into the Clerk of Courts case maintenance systems according to established procedures.

EXAMPLE OF WORK PERFORMED:

(**Note:** This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.)

Updates new criminal, traffic, and juvenile delinquency cases into the Clerk's case management system.

Prepares and mails documents indicating future court dates.

Updates new criminal bond information into the Clerk's case management system.

Updates and processes appeal documentation.

Processes documents received electronically and in paper format from other agencies.

Contacts preparers of documents to resolve questions, inconsistencies, or missing data.

Answers questions from customers either by phone or email.

Contacts Clerk's legal department with regards to processing bond forfeitures and remissions.

Reviews all documents for accuracy and completeness.

Performs other duties in support of the criminal law data entry department.

Performs other duties as required.

KNOWLEDGE, SKILL AND ABILITIES:

(Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class.)

Basic knowledge of computer and PC systems.

Basic skills in data entry and typing of 40 wpm.

Ability to be accurate and detail-oriented.

Ability to communicate verbally and in writing.

Ability to problem solve.

Ability to monitor own work to ensure quality.

Ability to complete work in a timely manner.

Ability to read small printed words and numbers rapidly and accurately.

Ability to shift tasks smoothly.

Ability to multi-task.

MINIMUM QUALIFICATIONS:

High school diploma or GED; one to six months related experience and/or training; or equivalent combination of education and experience.

APPLICATION PROCESS:

Applications may be printed from our website at www.brevardclerk.us. Interested candidates should submit an employment application and resume via email to Human Resources at ApplicationsHR@brevardclerk.us or may mail it to Human Resources, P. O. Box 999, Titusville, FL, 32781-0999.

Contact Theresa Eberhart or Amy Biegler @ 321-637-5413 for additional information about this position.

Brevard Clerk of Court is an Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. Brevard Clerk does not discriminate in employment opportunities or practices on the basis of: race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status, or any other characteristic protected by country, regional, or local law.