

**Records Clerk I
Clerk's Record Center/File Room**

Deadline for Submission of Application is September 29, 2017

Title: Records Clerk I
Brevard Clerk of Court
Department: Titusville Records Center
Salary Range: \$10.00 – \$13.50
FLSA Classification: Full-time

Description:

This is an entry-level, clerical position in the Clerk's Record Center/File Room. This position requires the employee to perform Record Center/File Room duties following established written or verbal procedures and/or directives. Employees in this position must be capable of working independently, with limited supervision and complete daily assignments accurately and efficiently.

Knowledge, skills and abilities:

Employee shall be required to dress in business attire.

Employee must possess the ability to follow written and verbal directives and procedures.

Employee must be able to communicate effectively with Immediate Supervisor, Lead Clerk and fellow employees.

Employee must possess the ability to arrange documents to be filed in ascending case number order by year.

Employee must possess the ability to arrange documents to be filed in date/time stamp ascending order.

Employee must possess the ability to arrange documents to be filed in alphabetical order.

Employee must be able to sit or stand for extended periods of time.

Employee must be able to lift or move boxes or items weighing up to **50** pounds on a daily basis.

Employee shall be required to lift and transport boxes or items weighing in excess of **50** pounds to offsite offices and/or locations.

Employee must possess a valid driver's license and have the ability to operate an automobile, cargo van, or sport utility vehicle for official business purposes.

Employee must possess the ability to maintain effective working relationships with others.

Employee must possess the ability to work quickly and accurately when under stressful conditions.

Employee must possess the ability to perform repetitive work for extended periods of time.

Employee must possess the ability to work courteously with co-workers and the general public.

Mandatory training to be completed during the first week of employment:

Employee must read, understand and acknowledge the Staff Handbook.

Employee must be able to logon to a system PC unassisted.

Employee must be able to maintain their own online and hardcopy timecard unassisted.

Examples of work and goals for probationary review:

Employee must complete or be scheduled for all County offered mandatory training classes and any Clerk approved classes. Employee will be responsible for coordinating / scheduling each training session with their immediate Supervisor or Lead Clerk.

Employee must be able to access their office provided e-mail account and correspond effectively.

Employee must be able to retrieve from and return court records to the proper shelf location in the Titusville Record Center and Titusville New Archives facility or in the Viera File Room.

Employee must be able to differentiate between Civil, Criminal, Probate, and Juvenile documents and case files.

Employee must be able to file documents in case files both alphabetical and numerical ascending order.

Employee must be able to logon to the File Tracking application and perform basic application processes.

Employee must be able to logon to the Case Maintenance application for inquiry purposes.

Employee must be able to respond to telephonic inquiries.

Employee must be familiar with the geographical office location of each Judge, Judicial Assistant/Court Administration, and Clerk employee.

Employee must be familiar with the internal office location of each Judge, Judicial Assistant/Court Administration, and Clerk employee in their respective facility for the purposes of daily deliveries and pickups.

Employee may be required to travel to the local U.S. Postal Office to retrieve or deliver mail for the Clerk's Office.

Employee may be required to travel to branch offices locations for the purposes of delivering or retrieving files and/or related documentation.

Requirements specific to Titusville Record Center/New Archives:

Employee may be required to operate a forklift for the purposes of unloading deliveries or moving items to be stored on upper second level locations.

Qualifications:

High school diploma or its equivalent.

Application Process:

Interested candidates should submit an employment application and resume via email to Human Resources at HR@Brevardclerk.us or may mail it to Human Resources, P. O. Box 999, Titusville, Florida, 32781-0999.

Employment applications may be printed and submitted from our website at www.brevardclerk.us.

Brevard Clerk of Court is an Equal Opportunity Employer and a Drug Free Workplace.