

Juvenile Dependency Court Clerk

Position: Full time, hourly

Location: Melbourne

Salary Range: \$15.00 - \$19.50/hour

Hours of Operation: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Position Summary

Juvenile Dependency Court Clerk provides specialized clerical and administrative support for the Juvenile Dependency Division of the Court. This position is responsible for processing and maintaining confidential court records involving cases of child abuse, neglect, foster care, termination of parental rights, guardianship, and related proceedings. The Clerk ensures accurate case documentation, compliance with statutory requirements, and efficient courtroom operations while maintaining strict confidentiality and sensitivity to vulnerable populations.

Essential Duties and Responsibilities

- Prepare, process, and maintain juvenile dependency case files in accordance with court rules and statutory requirements.
 - Enters and updates case information into the court case management system.
 - Schedule hearings, prepare calendars, and coordinate with judges, attorneys, Department of Children and Families, and other court personnel.
 - Attend court sessions and perform courtroom clerk duties, including generating notices and documenting orders.
 - Prepare and distribute notices and other legal documents.
 - Review filings for completeness and compliance with court procedures.
 - Maintain confidential and sealed records in accordance with state and federal laws.
 - Perform related duties as assigned.
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Knowledge, Skills, and Abilities

- Knowledge of court procedures, legal terminology, and dependency statutes.
- Understanding of confidentiality requirements related to juvenile cases.
- Ability to interpret and apply policies, procedures, and regulations.
- Strong data entry and recordkeeping skills with high attention to detail.
- Ability to manage multiple cases and deadlines in a fast-paced environment.
- Excellent written and verbal communication skills.

- Ability to work professionally with judges, attorneys, social workers, families, and members of the public.
 - Demonstrated sensitivity when working with children and families in crisis.
 - Proficiency in standard office software and case management systems.
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Minimum Qualifications

- High school diploma or GED required; Associate's degree in criminal justice, legal studies, public administration, or related field preferred.
 - One (1)–three (3) years of clerical, legal, or court experience preferred.
 - Experience working in a court, legal office, or child welfare setting highly desirable.
 - Equivalent combination of education and experience may be considered.
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Working Conditions

- Work is performed in an office and courtroom environment.
 - Frequent interaction with individuals in emotionally charged situations.
 - Requires extended periods of sitting and computer use.
 - May require occasional overtime based on court schedule.
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Special Requirements

- Ability to pass a background check.
- Knowledge of applicable juvenile dependency statutes and court rules.
- Commitment to maintaining strict confidentiality.