

Civil Data Entry Clerk
Location: Titusville, FL
Position: Full time, hourly
Starting Salary: \$15.00-\$19.50/hour
Hours of Operation: Monday – Friday, 8:00 a.m. – 5:00 p.m.

SUMMARY DESCRIPTION:

The Civil Data Entry Department is the primary department responsible for processing all civil and family 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 Court's case maintenance application according to established procedures. Employees in this position work closely with team members and coworkers, perform some duties independently with limited supervision, and must be able to perform their duties with accuracy and efficiency.

EXAMPLES OF WORK PERFORMED:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Independently log into computer and locate all programs associated with the job functions
- Respond to telephone and email inquiries
- Process work in the Florida Courts E-Filing Portal
- Add new cases to the Clerk's case maintenance application, including case type determination, adding parties and attorneys, docketing pleadings, and related duties
- Update the case maintenance application for various general, reopen, and disposition pleadings filed in the specified case types, including adding bonds, maintaining the court calendar, determining case status, assessing fees, and reviewing orders and judgments to determine case disposition
- Process notifications of pending court dates and issuing summonses, subpoenas, and writs

KNOWLEDGE, SKILLS, AND ABILITIES:

- Displays respectful, professional behavior at all times
- Basic knowledge of Microsoft Office Suites
- Positive, helpful attitude toward customers, including the ability to speak clearly and convey information accurately
- Knowledge of office procedures and practices
- Knowledge of basic filing practices

- Ability to utilize office equipment, including but not limited to fax machine, computer, copier, telephone, and document scanner
- Ability to perform accurate data entry into multiple computer applications, including monitoring own work to ensure quality
- Ability to complete assigned tasks in a timely manner
- Ability to review and understand court orders to update the case maintenance system
- Ability to perform basic arithmetical calculations
- Ability to organize and file materials.
- Ability to review records/data for accuracy and completeness
- Ability to communicate effectively verbally and in writing
- Ability to follow written and oral procedures
- Ability to work in a fluid & changing environment, including prioritizing and organizing daily assignments
- Ability to establish and maintain effective working relationships with others
- Ability to understand and apply applicable rules, regulations, policies and procedures

MINIMUM REQUIREMENTS:

- High School diploma or its equivalent
- Two or more years of clerical accounting experience is preferred, but not required

BENEFITS AND PERKS:

- Health, dental, and vision insurance
- Retirement through the Florida Retirement System, including employer contributions
- Income investment opportunities (deferred compensation, Empower)
- Employer paid life insurance
- Optional supplemental life insurance
- Employer paid short-term disability
- Optional long-term disability
- 6 Hours of paid time off earned per pay period
- Employee Wellness programs (walking clubs, yoga, workout facilities, Zumba, and more)
- Employee Assistance Program (resources, webinars, emotional wellbeing, personal growth, relationships, financial, legal, addiction, mindfulness, and health services)
- Training and development opportunities
- Flexible schedules
- Education reimbursement
- 11 paid holidays
- Paid jury duty

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. 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.