

Recording Clerk
Location: Titusville Parkway Complex
Position: Full time, hourly
Salary Range: \$15.00 - \$19.50 per hour
Hours of Operation: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Examples of Work Performed:

- Processes both walk-in and mail-in recording transactions.
- Assists both walk-in and mail-in customers at our customer service counter with the recording of document and the issuance of marriage licenses and/or passports (including passport photos)
- Issues marriage license applications and performs ceremonies, as requested
- Receives incoming cash, check and credit card payments
- Posts, balances and reconciles monies due and received, including preparing a daily deposit and maintain a balanced cash drawer
- Operates various types of office equipment and applications, including but not limited to the following: telephone, computer, facsimile machine, scanners, microfilm readers/printers, Acclaim, FACTS, netDMS, etc.
- Prepares and/or contributes to departmental procedures
- Executes simple reports
- Processes governmental documents for recording, including deferred billing
- Prepares monthly marriage licenses for mailing and accounting to Vital Statistics
- Processes the daily refund reconciliation
- Processes daily shortage and/or suspense payments
- Research and review the Florida Statutes, Attorney General Opinions and other laws, rules and regulations which govern the Clerk of Courts Office.
- Prepare written responses to correspondence and/or email requests
- Enter express mail shipments into the Express Mail Tracking application
- Other duties as assigned

Job Requirements

- High school diploma or equivalent required
- Clerical or data entry experience helpful
- Frequent customer interaction
- Ability to work 8:00 a.m. to 5:00 p.m. Monday through Friday

Knowledge, Skills, and Abilities:

Including but not limited to the following:

- Excellent customer service skills
- Excellent grammar skills
- Ability to work independently or with minimal supervision after training occurs
- Ability to establish and maintain effective working relationships, including building positive morale amongst team members
- Ability to communicate clearly and informatively
- Ability to demonstrate sound and accurate judgment
- Ability to review work for accuracy and completeness
- Ability to organize and file materials

- Ability to react well under pressure
- Ability to effectively deal with changes, delays, or unexpected events
- Ability to interpret and follow procedures and instructions
- Ability to understand and apply applicable legal authorities after training occurs
- Ability to maintain established time standards
- Knowledge of basic arithmetic
- Ability to post, balance, and reconcile financial records
- Ability to interpret simple legal descriptions, document types and court terminology
- Knowledge of the Clerk's Rules & Regulations
- Ability to develop a basic understanding of the workflow in the Clerk's Office

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:

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, Florida, 32781-0999.

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

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