

Recording Clerk I – III

Job Title: Records Clerk

Brevard Clerk of Court

Location: Titusville Parkway Complex

Salary Range: \$11.00 - \$14.50 per hour

FLSA Classification: Non-exempt/Full-time

Full-time Clerk of Court employees are eligible for:

- Health insurance
- Tuition Reimbursement
- FRS Retirement
- 18 sick/vacation days per year
- 11 paid holidays per year.

Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.

Due to the nature of the work of this department, all three classifications perform some or all of the below tasks with varying degrees of supervision. A Recording Clerk I performs assigned tasks under the direct supervision of a senior staff member or supervisor. A Recording Clerk II performs assigned tasks independently with limited supervision. A Recording Clerk III performs assigned tasks independently with guidance as necessary.

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