



THE HONORABLE  
**GWEN MARSHALL**

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER

**HUMAN RESOURCES DIVISION**

**Leon County Clerk of Circuit Court and Comptroller  
Job Announcement**

**APPLICATION DEADLINE – OPEN UNTIL FILLED**

**JOB TITLE:** INFORMATION SERVICES ATTENDANT

**POSITION NUMBER:** 010013

**DIVISION/DEPARTMENT:** ADMINISTRATION

**PAY GRADE:** 40

**STARTING HOURLY PAY RATE:** \$11.30

**SALARY RANGE:** \$23,500.00 - \$35,250.00

**WORKING HOURS:** MONDAY – FRIDAY, VARIED PART-TIME HOURS BETWEEN 7:30AM - 4:30PM

**WORKING LOCATION:** LEON COUNTY COURTHOUSE, 301 S. MONROE STREET, 1<sup>ST</sup> FLOOR

**DESCRIPTION:**

The Information Desk Attendant is a front-line representative of the Leon County Clerk of the Court and County Administration and is responsible for a wide array of duties like greeting the incoming visitors, directing them in the right direction, providing customer assistance, answering phone calls and routing them to the appropriate person and record keeping. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**RESPONSIBILITIES:**

Provide courthouse visitors with friendly and professional customer service at all times.

Answer and direct phone calls received for the Clerk's office.

When needed, pick up and drop off visitors from LeRoy Collin Public Library to the courthouse.

If any driving responsibilities are assigned, employee is required to maintain a valid driver's license and acceptable driving history approved by Florida Department Highway Safety and Motor Vehicles.

Other duties as assigned.

**QUALIFICATIONS:**

High School diploma or general education degree (GED).

Excellent communication and customer service skills.

Basic knowledge of office procedures, including filing, computer and telephone use.

Must be computer literate with good working knowledge of Microsoft products, particularly Word and Excel.

Must possess and maintain a safe driving record.

[WWW.CLERK.LEON.FL.US](http://WWW.CLERK.LEON.FL.US)

**COMPENSATION AND BENEFITS:**

This position receives hourly salary with no benefits for a non-exempt position. This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow and perform any other job-related instructions requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. All employees may be given duties not specifically listed in this document. Regular attendance is a requirement of the position.