



THE HONORABLE  
**GWEN MARSHALL**

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

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

**HUMAN RESOURCES DIVISION**

**Job Description**

**APPLICATION DEADLINE – Until Filled**

**Job Title:** Part-Time Imaging Clerk

**Division/Department:** Financial Services/Finance

**Position Number:** 022411

**Pay Grade:** 40

**Pay Range:** \$12 / hour (Non-Exempt)

**Working Hours:** Monday - Friday, 8:00 A.M. to 12:00 P.M. or 1:00 P.M. to 5:00 P.M

**Location:** Leon County Government Annex Building, 315 S. Calhoun Street, 7th Floor

**DESCRIPTION:**

This entry-level position is responsible for preparing financial paper documents for conversion into electronic paper files, scanning documents to image drive database, and then organizing files so that they are easily accessible for internal and external staff and clients.

**RESPONSIBILITIES:**

- Prepare documents for scanning by removing paper files from files, removing staples and paper clips, unfolding papers.
- Scan documents.
- Validate documents deleting incorrect data and redact personnel information.
- Save documents correcting to image drive/database.
- Ensure that physical documents are filed into correct boxes and are labeled by imaging specialist.
- Provide support to administrative positions when necessary.
- Provide backup up to the Financial Administrative Assistant.
- Answer phone calls in timely and professional manner and direct calls to their proper destination.
- Organize and distribute incoming mail to finance division staff and deliver other mail to the proper divisions.
- Accept payments from customers in a professional and polite manner, and enter payments into finance division's virtual database.
- Manage cash register and distribute checks to internal and external clients in a safe and honest manner.

**MINIMUM QUALIFICATIONS:**

- High school diploma or General Education Degree (GED).

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PHONE: 850.606.4010 • FAX: 850.606.4173 • 301 SOUTH MONROE STREET, #100 • TALLAHASSEE, FLORIDA 32301  
LOCATED IN SUITE: #780, COURTHOUSE ANNEX, 315 SOUTH CALHOUN STREET

## **PROFESSIONAL KNOWLEDGE/SKILLS AND ABILITIES:**

- English language – knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Clerical – knowledge of a wide range of administrative and clerical procedures such as word processing, managing files and records, transcription, designing forms and templates, other office procedures, office equipment and terminology.
- Computers and electronics – knowledge of electronic equipment, computer hardware and software, including office automation and process applications.
- Customer service – knowledge of the principles of providing excellent customer to internal and external customers.
- Attention to detail - pays close attention to detail to maintain complete and accurate records.
- Professionalism – acts, dresses and behaves in a professional manner to reflect a positive image of the Clerk's Office.
- Customer Service – provide prompt, thorough and efficient world class customer service to internal and external customers.
- Conflict resolution – responds to conflict and difficult situations.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Data entry skills (through use of software such as Adobe)
- Ability to deal with problem involving several concrete variables in standardized situations
- Active listening – giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Oral and written comprehension – skillfully listening to and understanding ideas and information presented through spoken words and sentences and written documents.
- Oral and written expression – skill in communicating information and ideas in speaking and writing so that customers, teammates, and managers will understand.
- Math – skill in using arithmetic.
- Time management – skillfully and effectively managing one's own time and the time of others. Skillfully manages time while remaining conscientious, thorough, accurate and reliable.
- Coordination – skillfully adjusts actions in relationship to the actions of others.
- Social Perceptiveness – being aware of other's reactions and responding appropriately.
- Critical thinking – thinks about the big picture, connects events and trends to see where actions are leading, and anticipates outcomes and the effect of decisions.
- Monitoring – uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems, and knows when to seek
- Creativity: help invent new ways of approaching problems and developing innovative solutions.
- Teamwork: must work well in a team environment.
- Technical skills: must be able to operate general office equipment, which includes but is not limited to proficiency in a Microsoft Windows environment and the Microsoft Office suite of applications.
- Information ordering – the ability to arrange things, actions or concepts in a certain order or pattern according to a specific rule or set of rules (e.g. patterns of numbers, letters, words, pictures, mathematical operations).
- Near vision – the ability to see details at close range (within a few feet of the observer).
- Deductive reasoning – the ability to apply general rules to specific problems to produce answers that make sense.



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- Inductive reasoning – the ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Judgment and decision-making – the ability to engage others and involve oneself in developing problem-solving solutions.
- Problem solving: able to analyze discrete information and make decisions based upon laws, precedent and policies.

**COMPENSATION AND BENEFITS:**

This position receives base salary plus 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.

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