



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 Till Filled

JOB TITLE: Records Specialist I

POSITION CATEGORY: POOL

POSITION NUMBER: TBD

DIVISION/DEPARTMENT: ADMINISTRATION/ARCHIVES AND EVIDENCE

PAY GRADE: 41

PAY RANGE: \$26,404.60 -39,606.90

* **HIRING RATE GENERALLY WILL NOT EXCEED THE MINIMUM OF THE PAY RANGE**

DESCRIPTION:

General Description:

This is a specialized clerical and technical position. The incumbent in this position will perform duties implicit to the operation of Archives and Evidence records including reference, retrieval, re-file, disposal activities, and record inventories in accordance with Florida Statutes.

Essential Job Duties:

Representative duties and tasks expected of a Records Specialist are listed below. The list does not include marginal tasks that are also performed but are incidental to the primary function. 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, nor does every position allocated to the class necessarily perform every duty listed.

- Retrieve, deliver and re-file records as requested.
- Sort, verify, file and/or retrieve documents, pleading and any other paperwork from case files in a timely manner.
- Organize materials and tasks according to priority, referring to established procedures in carrying out assignments.
- Perform data input and file management using our case management system in order to track location, retention and destruction information.
- Perform and/or assist with the daily docket pulls of court files.
- Perform the duties to be able to work the warehouse and/or annex location by receiving records into the custody of the Clerk for storage in our Records Storage Facilities. Retrieve, deliver and refile records as requested. Transport records to and from the Records Storage Facilities. Maintain the Records Storage Facilities in an organized and clean manner. Monitor environmental conditions when at the Records Storage Facilities. Notify supervisor when environmental conditions do not meet safe working conditions. Ensure only authorized personnel have access.

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- Perform and/or assist with the mail duties.
- Work on special projects such as boxing up files in one location to be moved to another location.
- Perform and/or assist with destruction of court files, evidence, and other court related documents that are in accordance with the Florida Statutes.
- Perform and/or assist with civil and criminal evidence by accepting and moving the location in our tracking system.

Licensure or Certification Requirements:

May require a driver's license to transport files, paperwork and/or other Clerk of the Court documents and materials.

KNOWLEDGE, SKILL, and ABILITIES:

Knowledge of general office policies and procedures.

Good knowledge of business English, spelling and punctuation.

Knowledge of filing system and basic records management processes.

Ability to organize, meet requests, identify problems, work under pressure and produce work outputs in a timely manner.

Ability to effectively communicate, both orally and in writing.

Ability to interact with our customers, judiciary and others in a professional and courteous manner.

Ability to establish effective working relationships with co-workers.

EDUCATION and/or EXPERIENCE:

Graduation from a community college or graduation from high school and two years of office clerical experience will substitute for the two years of college.

LANGUAGE SKILLS:

Must be able to read and interpret documents such as instructions and procedure manuals.

REASONING ABILITY:

Must be able to solve practical problems and to deal with a variety of work variables.

MATHEMATICAL SKILLS:

The ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

OTHER SKILLS and ABILITIES:

Must be able to interpret instructions either written, oral, or in diagram form.

Must be able to interact effectively with other staff.

Must be able to interpret assignment needs and to communicate effectively with employees and management.

Must be able to work independently.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to: stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, lift and/or move up to 75 pounds.

Specific vision abilities required by this job include: color vision, distance vision, peripheral vision, and depth perception. The employee may enter/exit a cargo van, and load and unload equipment, boxes and supplies from the van. The employee may frequently load and unload a hand truck (dolly) and use the hand truck to move equipment and supplies around the work area. The employee may frequently use a stepladder.

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.