



# Position Description

**Title: Court Specialist I**

**Position #: 780001**

**Gwendolyn Marshall,  
Clerk of Circuit Court**

**Div./Dept.:** Civil Courts/Civil Customer Service/Civil Processing

**Reports to:** Division Supervisor

**Exempt:** No

**Effective Date:** 06/12/2019

**Salary Range:** \$26,404.60 - \$39,606.90

**Posting Period:** 12/1/2020 – 12/15/20

## General Description:

This is an entry level clerical position in the Civil Courts Department. This position is within the Civil Processing Division and is primarily responsible for Small Claims cases. General duties include operation of court computer applications and databases, data input, operation of office equipment, opening and processing of incoming mail, answering customer inquiries, filing, issuing court orders, and related general office clerical activities. Employees in this department will work in a phone bank processing incoming telephone calls and online chat request. Work is performed under close supervision and reviewed by observation, exception reports and sampling by a Division Supervisor.

## Essential Job Duties:

Representative duties and tasks expected of a Court Specialist with in the Civil Processing Division are listed below. The list does not include marginal tasks that are also performed but are incidental to the primary functions. 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.

1. Process manually filed paper documents by docketing and scanning paper images into the court database systems as the primary Docketing Clerk for Small Claims and assisting with County Civil and Circuit Civil as needed.
2. Process documents within the e-filing work queue as the primary Docketing Clerk for Small Claims and assisting with County Civil and Circuit Civil as needed.
3. Update court database systems with court actions not limited to:
  - a. Once Deputized, Clerk will be carrying out the role of a Deputy Clerk in issuing the following pleadings; indigent applications, clerk defaults, writ of replevins, writ of possessions, writ of bodily attachments, writ of garnishments, continuing writ of garnishments, writ of executions, certificate of no appeal, certificate of mailing, and approving bonds. May also assist with the following pleadings, notice of action, certificate of sale, certificate of title, and certificate of disbursement.
  - b. Review and execute all requirements of judiciary court orders and judgments within the court case.
  - c. Process and receipt payment types to include: credit/debit card via phone and check/money-order via mail or in-person.
  - d. Notify customers of pending filing fees, setting up payment plans and/or refer case to collections on non-payments.
  - e. Posting of certified funds and/or cash bond payments into the court registry and processing payment disbursements from the registry per court orders.
  - f. Maintaining the current information of parties and/or attorneys of record per court filings.
  - g. Maintaining the current information of court events by setting or cancelling: hearings, case management conferences, order to show cause, pre-trials, nonjury, and jury events per court filings, court orders, and/or Judges instructions.
  - h. Processing judgment payoff requests and satisfaction of the judgment through the Clerk's office.
  - i. Recording documents per payment and/or governing statutes.
  - j. Setting active process for warrants/capias/bodily attachments and updating court database systems per

- court order.
- k. Sealing cases per court order and/or governing statutes.
  - l. Set case tasks (10, 30, 60 days) to monitor further events; maintain seal, issuance of a pleading, extension of time, dismissal of service.
  - m. Maintaining confidentiality and redacting items per statutes.
  - n. Maintaining the current disposition of cases; open, closed, and re-opened by the court filings and court orders by the governing summary reporting system (SRS).
  - o. Transferring cases per court order to other counties and/or case type within our court.
4. Prepare and provide customers with general correspondence letters relating to the following but not limited to: notice of hearings, notice of inquires of case status, certificate of compliance of lien, letters of additional fee graduated per judgment, notice of non-confidentiality, notice of dissolution of writ of garnishment, notice of recording foreign judgment, and civil judgment satisfaction by the clerk.
  5. Provide customer service via phone, online chat, e-mail, and/or in-person by assisting customers at the Help Center and/or Front Counter with general questions relating to case filings and forms for Circuit/County Civil and Small Claims on an as needed basis.
  6. Regular attendance is required.
  7. This position will provide back-up coverage for Circuit/County Civil cases as needed.
  8. Other duties as assigned.

**Licensure or Certification Requirements:**

N/A

**KNOWLEDGE, SKILL, and ABILITIES:**

Knowledge of general office policies and procedures. Good knowledge of business English, spelling and punctuation. Knowledge of filing systems and basic records management processes. Ability to effectively communicate, both orally and in writing. Ability to interact with the general public, judiciary and others in a professional, courteous manner. Ability to establish effective working relationships with co-workers. Advanced skills in the operation of a personal computer, scanner and printer; basic knowledge of Microsoft Word and other office automation products; and the ability to learn specialized, complex court and records management computer applications and databases. Ability to perform routine clerical support activities.

**EDUCATION and/or EXPERIENCE:**

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

**LANGUAGE SKILLS:**

Interpret and apply applicable laws, rules, regulations and policies. Effectively use business English, spelling, grammar, punctuation and proofread. The ability to generate routine reports and correspondence. Ability to read and comprehend simple instructions, short correspondence and memoranda. Ability to write simple correspondence. Ability to effectively present information and respond to questions from individuals and/or groups. Ability to interact comfortably with all levels of staff in the organization.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to resolve routine and non-routine problems in a professional, standardized manner. Ability to work independently. Ability to be able to interact effectively with other staff and the public. Ability to interpret assignment needs and to communicate effectively with employees and management. Ability to read and interpret documents such as: court pleadings both hand-written and typed, memoranda, calendars and procedure manuals.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate rates, ratios, and percentages. Ability to use a calculator.

**OTHER SKILLS and ABILITIES:**

Possess integrity and honesty sufficient to properly manage confidential documents and collect appropriate fees. Ability to get along with and work closely with other employees in an open office environment.

**PHYSICAL DEMANDS:**

The employee must be able to sit for prolonged periods of time, perform repetitive actions and motion of one or both hands, lifting to 30 pounds, bend/squat/kneel, hear ordinary conversation and office sounds, conduct verbal communication in person and on the phone, and prepare and read written communication by hand and on PC.

**Supervisor's Signature/Date:** \_\_\_\_\_

**Incumbent's Signature/Date:** \_\_\_\_\_

**\* This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. I have read, and I understand and agree that the duties stated on this position description are being performed as described. I understand that if duties of this position change significantly, I am to notify my supervisor and advise her/him of the changes. This position's duties must be updated at least every five (5) years; or, whenever the majority of the duties and responsibilities change significantly. If questions arise regarding these requirements, I agree to notify the Human Resources Division.**

**Instructions to Employee and Supervisor: The duties and responsibilities shown on this position description are illustrative in nature only and do not constitute an exact contractual or comprehensive list of all duties of this position. All areas of this position description are subject to change based on the needs and objectives of the Office of Gwendolyn Marshall, Clerk of Circuit Court, Leon County, Florida. 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 any other job-related instructions and to perform any other job-related duties 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. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.**