



CAROLYN TIMMANN
CLERK OF THE CIRCUIT COURT & COMPTROLLER
MARTIN COUNTY, FLORIDA

CONSTITUTIONAL COURTHOUSE COMPLEX
100 SE OCEAN BOULEVARD
STUART, FL 34994
MARTINCLERK.COM

Court Clerk I – Compliance Division

Pay Grade: 2

Established Date: November 2018

SALARY RANGE

\$15.00 - \$16.00 Hourly

\$31,200.00 - \$33,280.00 Annually

DESCRIPTION:

MARTIN COUNTY CLERK & COMPTROLLER
CLASS DESCRIPTION

CLASSIFICATION TITLE: COURT CLERK I – COMPLIANCE DIVISION

GENERAL DESCRIPTION

Under the direction of a division manager, this position performs a variety of operations relating to the statutory responsibilities and court-related duties for the Clerk of the Circuit Court and Comptroller. This division is responsible for receipting large amounts of cash, checks and credit cards. The position requires the incumbent to communicate with co-workers, management and the public in a courteous and professional manner.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions outlined below is intended to be representative of the tasks performed within this position. It is not completely descriptive of all tasks performed and omission of an essential function does not preclude management from assigning duties not listed herein.

Interact with co-workers, management, and the public in an effective, courteous, and cooperative manner.

Effectively communicate orally and in writing.

Effectively work with employees of other offices in the court system to accomplish goals.

Develop efficient and effective work methods and procedures.

Process mail in a timely and efficient manner.

Clock in documents daily.

Receipt payments made to the Clerk's Office.

Obtain and evaluate financial information for the purpose of negotiating payment of balance in full or partial payment agreement.

Check and verify information on documents for completeness.

Maintain files and records, pulling and filing documents with a high degree of accuracy.

Prepare for and attend court proceedings, as required.

Perform following functions, if deputized:

Reinstate driver licenses, when necessary

Certify documents

Provide specific information to customers regarding their court case.

MINIMUM TRAINING AND EXPERIENCE

This position requires a minimum of a high school diploma or equivalency diploma. Must have experience in customer service, sales, collections, or a related role. Two year or four year degree from an accredited school is desirable but not necessary, and special consideration will be given to applicants who possess a degree of higher learning, or to those who are fluent in a secondary language.

Ability to work with a personal computer in a Windows environment. The ability to utilize scanning equipment is also necessary.

Ability to multitask.

Must be detail-orientated.

Must have good organizational skills.

Must have strong basic math skills.

Ability to operate a calculator, typewriter and fax machine.

Ability to answer phones using standard office procedures.

Ability to effectively communicate both orally and in writing.

Ability to make sound independent judgments.

Ability to effectively follow written and oral instructions.

Able to communicate serious problems and important issues to management.

Ability to receipt money and balance a cash drawer daily.

Proficiency in Microsoft Office programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work but which may involve some lifting carrying pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and differentiate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

In compliance with the Americans with Disabilities Act the Martin County Clerk of the Circuit Court & Comptroller will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Equal Employment Opportunity

The Martin County Clerk of the Circuit Court & Comptroller is an Equal Employment Opportunity employer which means we will not discriminate against any perspective or current employee based on race color religion sex disability age sexual orientation gender identity national origin veteran status or genetic information.