



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

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

Official Records Clerk I

Pay Grade: 2

Established Date: October 2018

HIRING RANGE

\$15.00 - \$16.00 Hourly

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

DESCRIPTION:

MARTIN COUNTY CLERK & COMPTROLLER
CLASS DESCRIPTION

CLASSIFICATION TITLE: OFFICIAL RECORDS CLERK I

GENERAL DESCRIPTION

Under direction of the division manager, this position performs a variety of operations relating to the administrative duties and statutory responsibilities for the Clerk of the Circuit Court and Comptroller. The position requires the incumbent to communicate with co-workers, management, judges, elected officials and the public in a courteous and professional manner. This is a non-exempt position under the FLSA.

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.

Accept documents for recording and verify statutory requirements

Identify document type and determine if taxes are due

Calculate and receipt related taxes and fees

Index, and scan documents into the official record of Martin County

Accept and execute passport applications in adherence to Federal requirements

Take passport photos according to U.S. Department of State guidelines

Issue marriage licenses and perform marriage ceremonies

Assist customers with copy requests from county archives

Provide coverage as needed in the Hobe Sound and Indiantown branch offices

MINIMUM TRAINING AND EXPERIENCE

This position requires a minimum of a high school diploma or equivalency diploma. Two year or four year degree from an accredited school is desirable, 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.

Knowledge of the functions and organization of the Clerk of Circuit Court and Comptroller office and of other public agencies

Knowledge of business English, including spelling, grammar, and punctuation

Proficiency in Microsoft Office programs

Ability to work with a personal computer in a Windows environment

Ability to answer phones and transfer calls using standard office procedures

Ability to thrive in a fast-paced environment, where timeliness and accuracy are of critical importance

Ability to effectively communicate both orally and in writing

Ability to make sound, independent decisions

Ability to effectively follow written and oral instructions

Ability to receipt money and balance a cash drawer daily

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.