

Brandon J. Patty

Clerk of the Circuit Court and
Comptroller



Mark P. Miner

Chief Deputy Clerk

**Clerk of the Circuit Court
and County Comptroller
St. Johns County, Florida**

November 04, 2021

JOB OPENING

Budget Clerk, COC

Salary: \$40,790.48 - \$61,185.00

JOB SUMMARY

This position is responsible for managing budget operations and reporting functions of the Clerk of Courts.

MAJOR DUTIES

- Provides direct assistance to the Clerk in the development of the Clerk & Comptroller budget including departmental budgets, goals, and objectives.
- Provides direct assistance to department directors for internal budget maintenance
- Forecasts, implements, and maintains all Clerk budgets
- Assists in preparation of requisitions, purchase orders and RFP's
- Prepare and/or input budget transfer requests and/or amendments as needed
- Provides accurate and timely statistics, reports and other data as needed.
- Interprets and ensures compliance with county ordinances and state and federal laws.
- Ensures good communication between internal and external customers; handles difficult situations in a professional manner.
- Performs other duties as assigned including problem solving and continuous process improvement.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of budgeting principles
- Knowledge of state reporting requirements.
- Knowledge of governmental auditing principles.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of Florida statutes and Florida administrative code.
- Knowledge of computers and job-related software programs.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chief Financial Clerk assigns work in terms of department goals and objectives. The Budget

Clerk reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include internal policies, county ordinances, state regulations, state statutes, and federal laws. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied budgetary duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to manage Clerk Office budgets and reporting functions. Success in this position contributes to the accuracy, efficiency, and effectiveness of those functions.

CONTACTS

- Contacts are typically with co-workers, other county employees, and representatives of the state government, accountants, auditors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has no supervisory duties

MINIMUM QUALIFICATIONS

- Completion of a A.A. degree in a course of study related to the occupational field, or equivalent experience.
- Previous experience in all aspects of budget operations, including but not limited to forecasting, implementing, and maintaining budgets.

PREFERRED QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a baccalaureate degree.
- Familiarity with statements of the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP).
- Extensive working knowledge of Microsoft Excel.

APPLICATION INSTRUCTIONS:

Original position opening is posted on stjohnsclerk.com. Anyone interested in applying for this position, must complete a COC Internal Job Application (in-house applicants only) or a St. Johns County, COC Employment Application (outside applicants). Forms can also be obtained from the Human Resource's office or online. Drug Free Workplace and Equal Opportunity Employer.

CLOSING DATE & TIME:

This position is open until filled.

This job posting is not intended as and does not create an employment contract. The Clerk of Courts maintains its status as an “at-will” employer. Employees can be terminated with or without notice or cause at any time and for any reason not prohibited by law.