

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 24, 2021

JOB OPENING

Family Law Clerk

Salary: \$13.88 per hour

JOB SUMMARY

This position performs clerical and customer service duties in support of the operations of the Family Law Court.

MAJOR DUTIES

- Loads new cases into the case management system; processes paperwork for assigned court area.
- Updates and closes cases; makes necessary changes from court orders and other court documents.
- Examines and processes electronic and paper documents.
- Verifies and validates accuracy of imaged documents.
- Processes incoming and outgoing mail.
- Attend court hearings and trials; swears in witnesses as requested by the court; provides assistance and prepares accurate court notes.
- Receives, maintains and documents evidence; assists with evidence inventory control.
- Prepares and forwards reports to internal and external agencies.
- Conducts research based on internal and external requests.
- Answers telephone and greets visitors; provides information and assistance.
- Collects and receipts fees; processes checks, cash, and credit card transactions.
- Maintains inventory of forms and documents.
- Performs other duties as assigned including problem solving and continuous process improvement.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office principles and practices.
- Knowledge of court policies and procedures.
- Knowledge of customer service principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in prioritizing and organizing work.
- Skill in the provision of customer services.

- Skill in the maintenance of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Family Law Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Florida state statutes, Florida Rules of Procedure, administrative orders, county ordinances, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical and customer service duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide clerical and customer service support for the operations of the Family Law Court. Success in this position contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, judges and their assistants, attorneys, law enforcement personnel, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

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 frequently lifts light objects.
- The work is performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

PREFERRED QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of an associate degree in a course of study related to the occupational field.
- Three to five years of experience in a Clerk's office environment.

APPLICATION INSTRUCTIONS:

Original position opening is posted on stjohsclerk.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.