

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**

January 6, 2022

JOB OPENING

Criminal Court Clerk

Starting Salary: \$14.30 per hour

The Criminal Court Clerk position is part of the Master Clerk Program at the St Johns Clerk of the Circuit Court and Comptroller. The starting salary is **\$14.30** an hour. This is increased to **\$16.34** an hour once a clerk is deputized. On-the-job training is provided by our highly qualified staff and most clerks are deputized within the first 90 days. There is an additional increase to **\$18.57** an hour once a clerk is certified. The certification process is completed within six to twelve months of hiring depending on the clerk's duties.

The Clerk of Court provides an excellent benefit package to include Health, Life, Dental and Vision Insurance, Paid Holidays, Vacation Pay, Sick Pay, On-Site Gym, Tuition Reimbursement, and Florida Retirement System (FRS).

JOB SUMMARY

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

MAJOR DUTIES

- Opens, reviews and processes mail.
- Processes arrest reports, citations and sworn complaints.
- Prepares judgment, sentences, and court orders for disposition of cases.
- Processes criminal and civil appeals.
- Prioritizes work to ensure deadlines are met.
- Reviews and processes documents through the Florida Courts online database.
- Indexes information into the case management system; scans and imports images.
- Creates case files.
- Sends proposed orders to judges for signatures; processes returned and signed orders.
- Processes walk-through warrants as required.
- Assists judges' office staff, attorneys, law enforcement officers, probation officers, and others with case information, etc.
- Maintains confidential files and records.

- Attends grand jury proceedings.
- Assists the court during trials; administers oath to witnesses, jurors and defendants; reads verdicts; polls jurors.
- Processes inmate correspondence.
- Answers telephone and greets visitors.
- Performs cashiering duties; collects and receipts fees and other payments; balances cash drawer.
- 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 Criminal Court 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; buy 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 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, probation officers, bondsmen, law enforcement personnel, collection agents, defendants, 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 and occasionally heavy 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 at www.stjohsclerk.com. 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.