

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 5, 2022

JOB OPENING

Minutes and Records Clerk

Starting Salary: \$14.30 per hour

The Minutes and Records 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 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 duties in support of assigned committee, board, and commission meetings.

MAJOR DUTIES

- Prepares for meetings by compiling related documents and files.
- Ensures that all back-up materials and affidavits of legal publications are in order prior to meetings.
- Attends a variety of meetings; prepares agendas and meeting materials; makes audio recordings; transcribes minutes and maintains permanent meeting records.
- Obtains and processes necessary advertisements, ordinances, resolutions, contracts, etc., resulting from Board of County Commissioners and other meetings.
- Transfers audio/data files; converts files to new formats.
- Proofreads and suggests edits to minutes written by other personnel.
- Processes bid advertisements and associated paperwork.
- Researches records for county staff, elected officials, and the general public.
- Answers telephones for the Clerk of Courts Office; provides information and assistance; refers to appropriate personnel.
- Prepares annual financial disclosure reports for board and committee members.

- Administers oaths.
- Prepares meeting agendas, minutes, etc. for posting to the Clerk of Courts website.
- Processes financial transactions.
- Notarizes documents.
- Performs other duties as assigned, including problem solving and continuous process improvement.
- Accepts and processes Value Adjustment Board petitions.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of records management principles and practices.
- Knowledge of electronic audio recording software programs.
- Knowledge of Florida statutes and the Florida Sunshine Law.
- Knowledge of computers and job-related software programs.
- Skill composing business correspondence.
- Skill in the provision of customer services.
- Skill in organizing, compiling and reporting data.
- Skill in preparing accurate meeting minutes and in the composition of meeting minutes.
- Skill in oral and written communication, and the proper use of grammar and punctuation.

SUPERVISORY CONTROLS

The Minutes and Records Supervisor assigns work in terms of general instructions. The supervisor reviews completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Florida Statutes, the Florida Administrative Code, Rules and Policies of the Board of County Commissioners, and division 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 duties. Strict deadlines contribute to the complexity of the position.
- The purpose of this position is to provide clerical support for assigned committees, boards, and commissions. Success in this position contributes to the efficiency and effectiveness of those boards and commissions.

CONTACTS

- Contacts are typically with co-workers, other county employees, elected and appointed officials and their staff, and members of the general public.
- Contacts are typically to provide services or to give or exchange information.

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

None.

MINIMUM QUALIFICATIONS

- Ability to read and write using accurate grammar and punctuation 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.
- Ability to type 40-50 WPM.

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.