

09/03/10

****CLOSING DATE:** Open Until Filled

Work Schedule: M-F, 8:30 am - 5:00 pm. Rotational night and weekend on-call status for domestic violence.

**HERNANDO COUNTY
CLERK OF CIRCUIT COURT**

JOB DESCRIPTION

JOB TITLE:	DOMESTIC RELATIONS CLERK I	PAY GRADE:	109
DEPARTMENT:	COURT SERVICES	SALARY RANGE:	\$11.32 - \$17.88
DIVISION:	DOMESTIC RELATIONS	REVISED:	FEBRUARY 2009
TITLE OF SUPERVISOR:	DOMESTIC RELATIONS SUPERVISOR	NON-EXEMPT	

JOB SUMMARY:

Attend court proceedings as needed; process paperwork and documentation as needed; update and maintain child support program records and balances; working with the public and outside agencies concerning family law issues, domestic violence issues and review the accounting of support cases. Responsible for the security of funds and receiving monies involving the Domestic Relations Division. Maintain accurate records and validate all receipts.

ESSENTIAL JOB DUTIES:

1. Attend domestic violence hearings as needed.
2. Attend child support enforcement hearings.
3. Conduct necessary research to provide accurate information regarding files or explanations to assure compliance with the laws and regulations.
4. Input accurate data into the child support accounting and civil system.
5. Intake new cases, time stamp documents, prepare copies and other information, and place into appropriate court files.
6. Calculate case arrearage, public assistance obligations and ongoing support obligations.
7. Process, copy and distribute applicable court documentation to appropriate parties and agencies.
8. Prepare, issue and execute subpoenas and summonses as needed.
9. Prepare necessary internal and outside agency reports.
10. Receive, secure and validate monies paid to the Domestic Relations Division.
11. Balance cash and checks to the cash drawer total and complete summary report daily.
12. Prepare daily check-out sheets and deposit slips for the Finance Department.

13. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

High school diploma or equivalent.

Experience:

Experience in related field preferred.

Licenses/Certificates:

NA

EQUIPMENT USED:

Computer, calculator, copier, facsimile, telephone.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Ability to communicate orally.
- Must type 45 wpm.
- Skill in using a computer terminal.
- Skill in interacting with the public in a professional manner.

ESSENTIAL PHYSICAL SKILLS:

Constant:

Acceptable eyesight (with or without correction), acceptable hearing (with or without correction), ability to access, input and retrieve information from a personal computer.

Frequent:

Ability to access file cabinets for filing and retrieval of data. Ability to communicate orally in order to answer the telephone.

WORKING CONDITIONS:

Constant:

Office environment. Work closely with others.

Frequent:

Flexible hours as required by court schedules. Night and weekend on call status for domestic violence.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

The Clerk of Circuit Court is an Equal Employment Opportunity employer.

Submit resume and cover letter to: Hernando County Clerk of Circuit Court, Attn: Judy Korbus, 20 N. Main Street, Room 131, Brooksville, FL 34601; Fax to (352) 754-4239; or E-mail: jkorbus@hernandocounty.us.

If minimum typing speed is required and this information is not provided, you will not be considered for the position. You may take a typing test at www.typingtest.com, print the results and send with your resume.