



Office of
Clerk of Circuit Court and Comptroller
Matt Reynolds

DATA ENTRY CLERK

Division/Department: Criminal Division – 1 Regular Full Time position(s)

Job Overview:

Under close supervision from a Court Supervisor, performs a variety of simple to moderately complex clerical work relating to legal procedures in Circuit or Criminal Court. Distinguishing characteristics of the job classification versus Court Clerk II or III are as follows: 1) **complexity of work:** simple to moderately complex, 2) **supervision required:** close, 3) **required knowledge, skills and abilities:** working knowledge of prescribed procedures, systems and routines; simple to moderately complex subject matter, 4) **responsibilities:** makes few decisions in carrying out work, and 5) **judgment:** work requires minimal analysis and judgment.

Responsibilities and Job Duties:

1. Assists the public, obtains required information for filing new cases; provides information on existing cases, answers questions relating to court procedures, etc.
2. Assigns case numbers and indexes; prepares documents, forms and various other records relating to new court cases; inputs required data into the computer.
3. Prepares and maintains various records and files relating to current court cases; conducts file searches, audits and reviews; retrieves and copies documents; answers correspondence; inputs required data into the computer.
4. Prepares files for court and may attend trials, hearings, arraignments, conferences, and/or jury selections; assists judges during court, as needed; following court, prepares summons, judgments, commitments, appeals, orders of arrest and other legal instruments as directed by the judge or by standard procedure; inputs required data into the computer.
5. Receives payments through the mail and in person from the public; prepares and issues receipts; processes and inputs required data in to the computer.

*These Responsibilities and Job Duties are not a complete statement of all duties required of the job. The successful candidate will be required to perform such other related job duties as may be assigned or required.

Putnam County Clerk of Circuit Court and Comptroller

Data Entry Clerk

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Qualifications, Knowledge, and Skills:

- Outstanding customer service; ability to establish and maintain effective working relationships with coworkers, court/judicial partners, public agency personnel; and the general public.
- Ability to communicate effectively in oral and written form and understand and follow simple to moderately complex oral and written instructions.
- Working knowledge of and the ability to communicate and explain the organization, procedures and functions in an assigned area (i.e., Family, Traffic, Civil) of Circuit and/or County Court.
- Working knowledge of modern office methods, techniques, practices and procedures.
- Strong computer skills: ability to operate all standard business machines; working knowledge of enterprise software and Microsoft Word/Excel a plus.
- Experience with document imaging systems/solutions.
- Ability to prepare and maintain a variety of simple to moderately complex records and compile data and prepare reports from such records.
- Strong organization, communication, and prioritization skills.
- Positive, professional attitude and work ethic.
- Considerable knowledge of business English, math, spelling, grammar and punctuation.

Education and Experience:

REQUIRED QUALIFICATIONS: Graduation from an accredited high school; or, possession of an equivalency diploma; and at least one (1) year of administrative or clerical work which provides the minimum skills, knowledge and abilities to perform the job; or any equivalent of education and experience.

Interpersonal Work Relationships:

- Coordinating work and accomplishing job duties
- Giving and receiving factual information regarding work to some subset of Judges, State's Attorney Office, Public Defender's Office, Attorneys, Bondsmen, Police Officers/Sheriff's Deputies, Probation Officers, and/or other Public Agencies, and the general public

Essential Physical Skills and Work Environment:

- Ability to: communicate using speech, vision and hearing; operate standard business machines; access file cabinets for filing and retrieval of data; and sit in court or at a computer for extended periods of time.
- Work in a standard office environment or court room; seated or helping customers at the counter.

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

POSITION: NON EXEMPT

PAYGRADE: 100

PAY RANGE: \$13.00-\$14.95 per hour, DOQ

*DOQ = Depending on Qualifications

DEADLINE FOR RECEIPT OF APPLICATION: Open until filled

Apply at Clerk's HR Department 107 N 6th Street in Palatka
Call 386-326-7677. Email Tami.Thomas@putnam-fl.com.

WE ARE AN EQUAL OPPORTUNITY/VETERAN'S PREFERENCE EMPLOYER
AND A DRUG FREE WORKPLACE

The successful candidate must pass a medical screening, drug test and criminal background check.