



Office of  
Clerk of Circuit Court and Comptroller  
**Matt Reynolds**

## **Records Coordinator**

**Division/Department: Clerk to Board Services – 1 Regular Full Time position(s)**

### **Job Overview:**

Under minimal supervision from management, performs a variety of responsibilities and detailed administrative work as it relates to records management and retention, public records requests, tax deeds, and other clerk to board services.

### **Responsibilities and Job Duties:**

1. Represents Clerk of Courts in initial interactions with the public, other governmental agencies, etc.
2. Assists in developing and maintaining a logical and accessible system for managing digital and/or paper-based files and records.
3. Drafts a variety of memos, letters, documents and reports, often of a sensitive or confidential nature.
4. Crosstrain and provide assistance with functions of the Clerk to Board Services Department.
5. Supports all departmental goals, objectives and activities.
6. Performs special projects, as needed.
7. Drives vehicle to transport records to and from Records Center located in the Sheriff's Office Complex.
8. Disposes of records in accordance with state destruction statutes and procedures.
9. Performs records retention support for both paper and electronic files in accordance with state statutes/regulations.
10. Assists with reviewing and answering both court and non-court public record requests.
11. Lifts boxes and files into specified locations within the warehouse using equipment provided, i.e., ladder system.
12. Scans and indexes files/folders.
13. Coordinates clerk-wide shred pickup schedule
14. Maintains inventory of forms necessary for records retention and disposal
15. Assists with the scheduling, retention and disposal of all court and non-court records
16. Aids in preparation of records destruction lists and maintains Master list for all Clerk of Court records.
17. Assist with notification and implementation of new or revised record retention schedules
18. Provides information to Clerk office personnel from stored files, as requested.
19. Shreds files, document papers, etc. in conformance with approved disposal schedules and guidelines.
20. Assist the general public, Clerk employees, members of the BOCC and other Court Agencies with record inquiries

**Putnam County Clerk of Circuit Court and Comptroller  
RECORDS COORDINATOR**

Page Two

\*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.

**Qualifications, Knowledge, and Skills:**

- Strong interpersonal, organizational and team skills.
- Ability to establish and maintain effective working relationships with Department employees; other Clerk's Office employees; vendors; BCC personnel; and other Public Agencies and customers.
- Outstanding customer service; ability to establish and maintain effective working relationships with coworkers, public agency personnel; and the general public.
- Positive, professional attitude and work ethic; including, but not limited to, reliable attendance per negotiated schedule, strong customer service and interpersonal skills.
- Comfortable with independent thinking/work and prioritization.
- Advanced knowledge of Microsoft Office applications, specifically Word, Excel and PowerPoint
- Skill to operate with appropriate speed standard office business machines and technology
- Strong commitment to all safety protocols, i.e., driving, lifting/carrying, climbing a ladder, operating a shredder, etc.
- Experience with document imaging systems/solutions.
- Strong organization and prioritization skills.
- Ability to prepare and maintain a variety of complex records and compile data and prepare reports.
- Ability to communicate effectively in oral and written form and understand and follow simple to moderately complex oral and written instructions.
- Working knowledge of /current office methods, techniques, practices and procedures.
- General understanding and/or knowledge of procedures and State laws relating to records, retention management/schedules and public records requests.
- Ability and willingness to learn multiple tasks/cross train and act as a floater position within department.

**Education and Experience:**

**REQUIRED QUALIFICATIONS:**

- Graduation from an accredited high school; or, possession of an equivalency diploma; and, at least three (3) years related experience in records management, public records requests and office-oriented administrative support work; any equivalent combination of training and experience which provides the required skills, knowledge and abilities to perform the job may be substituted.
- Possession of valid Class E Florida Driver's License, with "clean" driving record

**PREFERRED QUALIFICATIONS:**

- College Degree and/or certification/proof of training in State of Florida Records Management and Public Records

**Putnam County Clerk of Circuit Court and Comptroller  
RECORDS COORDINATOR**

Page Three

**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.
- Ability to communicate using speech, vision, writing and hearing
- Skill to operate standard office business machines and technology
- Access file cabinets for filing and retrieval of data; and, enter data, run inquiries and reports at a computer for extended periods of time.
- Work in a standard office environment; seated or helping customers at the counter.
- Ability to: drive a vehicle, lift/carry up to 60 pounds, climb ladders and step stools, walk distances and climb stairs

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

**POSITION:** NON EXEMPT      **PAYGRADE:** 202      **PAY RANGE:** \$18.97 – \$21.81 per hour, DOQ  
\*DOQ = Depending on Qualifications

**ON THE BOTTOM OF ALL JOB DESCRIPTIONS THAT ARE BEING POSTED:**

DEADLINE FOR RECEIPT OF APPLICATION:      Open until filled

Apply at Clerk's HR Department 107 N 6<sup>th</sup> 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.