



Greg James
Clerk of Circuit and County Courts and Comptroller

Position Description

Department: Court Division

Exempt: No

Family Law Deputy Clerk

Reports to: Court Supervisor

Effective Date: 12/2023

SUMMARY:

Perform specialized clerical work related to Family Law. Update family law cases. Provide accurate information and ensure compliance with laws, regulations and procedures. Prepare dependency and domestic violence court docket for assigned court hearing/session. Work with the public and outside agencies concerning family law issues. Also responsible for the security of funds, receiving monies, and maintaining accurate records.

Duties and Responsibilities; include the following.

Other related duties may be assigned by management. Must perform any or all of the following duties in an accurate and timely manner as per the division's requirements. Respond to complaints, difficult situations and routine inquiries from the public in a professional manner. Balance cash drawer and prepare corresponding daily/monthly financial reports for Finance department and other state agencies.

CIVIL

Screen filings to facilitate redaction of qualifying information and transmission for eRecording.

Attends assigned court hearings/sessions and processes court documents in accordance with all procedures, legal requirements and/or judges' orders. Handles motions, hearings, and non-jury trials in Civil e.g., Family Law, Dependency, Domestic Violence (including Vulnerable Adult and Risk Protection Orders), Mental Health (Baker/Marchman).

Prepare orders for Domestic Violence, Vulnerable Adult, Baker Act, Marchman Act and other relevant Family Law areas.

Maintains court calendars and files for court appearances in accordance with clerk and judicial procedures; may issue notices to appear and set cases for trial, etc.

Process new cases including multiple case types and transfers from other courts.

Process both manually filed paper documents and e-filed documents

Transfer cases to other courts. Prepare and transmits record for transfer. Generate receipt for transfer to be completed/returned by receiving court.

May issue certified copies, process cashier related fees, enter data, answer phones, files and other duties as assigned.

Responds to inquiries from attorneys, public defender, state attorney and other involved parties as necessary.

Provides front counter, phone or online customers with assistance with general inquiries, navigating online services and/or routing calls to appropriate departments and/or other agencies.

Regularly responds to inquiries from the general public.

Receives, screens, sorts, processes and routes incoming mail to appropriate functional area, department or inter-department agency.

Retrieves and/or delivers files to the appropriate location or to the requesting customer.

Prepares and assembles hard copy and electronic files.

Creates digital images of paper documents through the use of technical equipment and systems.

Performs data entry and/or types correspondence as assigned.

Maintains established organizational/departmental productivity standards.

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards. Maintains reasonably regular and punctual attendance; reports to work on time at the assigned department/location and works the regular schedule / shift assigned for the position. Complies with all federal, state and local standards and all Clerk personnel policies and procedures. Respond to complaints, difficult situations and routine inquiries from the public in a professional manner. Maintain correspondences between Clerk and Attorneys Report Adoptions, Name Changes, Paternity adjudications and Disestablishment of Paternity to Dept of Vital Statistics and FLDE as appropriate.

COURT: (Family Law)

Set up dependency & domestic violence hearings.
Prepare dockets for dependency & domestic violence hearings.
Document all court actions during dependency & domestic violence hearings.
Forward all motions and correspondence to Judge or case management.
Processes, copy and distribute applicable court documentation to appropriate parties and agencies.

DAILY REPORTS

Internet Credit Card Payments
Cash, Credit Card, Checks Receipts for Family Law.

MONTHLY REPORTS

Prepare monthly reports for Dissolution of Marriage and Parental Notice of Abortion Act to be reported to the appropriate state agency. Update monthly statistical information for Family Law, Dependency, Domestic Violence, and Mental Health (Baker/Marchman) cases.

RESEARCH

Conducts research and provides accurate information regarding files to assure compliance with laws and regulations.

CLERK OF COURT WEB SITE FAMILY LAW

Maintain liaison with Clerk Information Technology
To include information regarding infractions and prices changes as applicable.
Maintain correspondences between Clerk, Judges and Attorneys
Maintain job procedural manuals.

Additional duties & responsibilities:

Communicate with coworkers, management, staff, the general public and others in a courteous and professional manner.
Consistent and punctual attendance as required within the policy of the Clerk of Courts office.
Conform with and abide by all regulations, policies, work procedures and instructions.
Respond promptly when returning telephone calls and replying to faxes, e mail and US mail.
Act, dress, and behave in a professional manner to reflect a positive image of the Clerk's Office.
Provide high quality customer service to all internal and external customers.
Maintain a positive work attitude.

Licensure or Certification Requirements:

Valid Florida Driver License

Knowledge, Skills and Abilities:

Excellent oral and written communication skills
Effective listening skills
Strong organization and planning skills

Ability to work effectively with all levels of personnel with tact and diplomacy
Compose and distribute correspondence. Effectively use English, spelling, grammar and punctuation.
Ability to interpret a variety of instructions furnished in oral, written, diagram or schedule form
Research, interpret and apply applicable laws, rules, regulations associated with Florida Statutes and Florida Administrative Code
Ability to read and interpret documents such as court pleadings, procedure manuals and maintenance instructions
Ability to function in a fast paced, multi-task, court environment
Ability to work independently
Knowledge of technology applications relevant to a legal/court environment

Other Skills and Abilities:

Use standard office practices, procedures and equipment.
The ability to establish and maintain effective working relationships with other employees, county/state agencies, judges, attorneys and the general public.
Must be able to operate a variety of office equipment, including computer keyboard, printer, fax machine, copying machine, postage machine, document scanner, etc.
This position requires the ability to work with a personal computer in a Windows environment.
The ability to utilize word processing such as Microsoft Word is necessary. The ability to utilize Microsoft Excel is helpful.
Possess integrity and honesty sufficient to properly manage confidential documents and collect appropriate fees.

Supervisor's Signature/Date: _____

Employee's Signature/Date: * _____

* I have read and I understand and agree that the duties stated on this position description are being performed as described. I understand that if duties of this position change significantly, I am to notify my supervisor and advise her/him of the changes. This position's duties must be updated at least every five (5) years; or, whenever the majority of the duties and responsibilities change significantly.

Instructions to Employee and Supervisor: The duties and responsibilities shown on this position description are illustrative in nature only and do not constitute an exact contractual or comprehensive list of all duties of this position. All areas of this position description are subject to change based on the needs and objectives of the Office of Greg James, Clerk of Court and Comptroller, Wakulla County, Florida. This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skill, and abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.