



Greg James
Clerk of Circuit and County Courts and Comptroller

Position Description

Child Support/Evictions Deputy Clerk

Department: Court Division

Reports to: Court Supervisor

Exempt: No

Effective Date: 04/01/2024

SUMMARY:

Perform specialized clerical work processing child support and eviction documents and related duties. Update and maintain child support and eviction program records. Provide accurate information and ensure compliance with laws, regulations and procedures. Work with the public and outside agencies concerning child support 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. This clerk will be cross trained in family law and traffic and collection duties in order to create an efficient and effective staff capable of continuing all required work of the Court Division during the absence or vacation of another clerk.

DUTIES AND RESPONSIBILITIES:

Set up child support hearings

Prepare docket for hearings and prepare child support audits

Prepare cases for Judge and any correspondence from the defendant or attorney.

Prepare any witness subpoena for officers or defendants that have paid the appropriate fees.

Send out court notices to pro se litigants for mandatory court appearances

Document all court actions during child support hearings/magistrate and eviction hearings

Forward all motions and correspondence to child support hearing officer, case manager or judicial assistant for evictions

Assist pro se litigants with motions

Processes, copy and distribute applicable court documentation to appropriate parties and agencies.

Maintain correspondences between Clerk, Hearing Officer and Judicial Assistants

Maintain job procedural manuals

DAILY REPORTS

Cash, Credit Card, Lock box, Checks Receipts for child support.

MONTHLY REPORTS

Prepare and update monthly statistical information for child support and child support revenue reports.

ANNUAL REPORTS

Random moment sampling

RESEARCH

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

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
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 work processing such as Microsoft Word is necessary. The ability to utilize Microsoft Excel is helpful.

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 Brent X. Thurmond, Clerk of Circuit Court, 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.