



**Greg James**

**Clerk of Circuit Court & Comptroller**

**Position Description: Official Records Clerk/Deputy Clerk**

**Department: Recording Division**

**Reports to: Recording Supervisor**

**Exempt: No**

**Effective Date: 02-02-2023**

**Summary:** Perform specialized clerical work processing documents into the Official Records and will be the primary Recording Clerk for the department. Update and maintain records. Provide accurate information and ensure compliance with laws, regulations and procedures. Work with the public and outside agencies concerning Official Records issues. Required to become a Notary Public to perform notarial duties. Also responsible for the security of funds, receiving monies and maintaining accurate records. Will be required to hold public sales.

**Duties and Responsibilities;** include the following. Other related duties may be assigned by management. May perform any or all of the following duties in an accurate and timely manner as per the division's requirements:

- \*Responsible for data entry of required information from recorded documents into the Official Record Index using a specialized recording software.
- \*Assist the public at the counter with recording various documents into the Official Records.
- \*Perform notary duties.
- \*Review documents for recording requirements as prescribed by FL Statute Chapter 28. Examine documents presented for recording and determine their compliance with statutory and local guidelines
- \*Process documents for recording, verify correct collection of money and receipt funds, and verify documents.
- \*Performs verification of the Official Record Index.
- \*Assist customers with copy and certification of Official Records.
- \*Assist the public in searching the Official Records on computer and/or historic record books. Requires giving information, assistance, or instructions to people for the retrieval and viewing of microfilm, microfiche, or information on the public access computer terminals.
- \*Export Images and Data of Official Records onto CD's, make copies and invoice/mail out to Vendors.
- \*Invoice billing of copy accounts, Official Records and Plats on compact disc and mail out.
- \*Assist the public by processing Passport applications and Marriage License applications.
- \*Back up to switchboard. This includes monitoring courthouse phones and creating courthouse out list.
- \*Monitoring courthouse postal metering machine, maintenance, postage funds balance, updates & reports.
- \*Sorts & distributes incoming mail to internal mail boxes for all Courthouse residences; responsible for day end mail outs.
- \* Monitors vault copier/printer and acts as liaison with vendor, reports maintenance issues.
- \*Complete daily close out and bank deposit. Balance cash drawer.
- \*Act as custodian of the public records, responsible for the supervision of all records under public inspection in the public access room.
- \*Respond to complaints, difficult situations and routine inquires from the public in a professional manner.
- \*Requires copying, entering, or posting data or information and digital scanning of documents. Requires comparing or inspecting items against a standard.
- \*Process Tax Deeds including holding public sales of those Tax Deeds.
- \*Communicate statutory, local, and federal procedures to the general public.
- \*Assist Official Records Supervisor as a liaison with Recording software company.
- \*Compile various daily, monthly and quarterly reports.
- \*Attend seminars and other required training to enhance job knowledge either webinars or out of town conferences.

**Distinguishing characteristics of this job classification are as follows:**

**COMPLEXITY OF WORK:** moderately complex to complex.

**REASONING REQUIREMENTS:**

Reasoning requires consideration of factors and variables to derive solutions to problems.

Requires performing routine work involving set procedures and using common sense.

**MATHEMATICAL REQUIREMENTS:**

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Requires performing addition and subtraction, multiplication and division such as making change or measuring and/or calculating ratios, rates and percents.

**MENTAL REQUIREMENTS:**

Mental ability involves analysis, initiative, ingenuity, creativity, and concentration required by the job and the presence of normal and any unusual pressures present in the job.

**JUDGMENTS AND DECISIONS:** Judgments and decisions refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Requires being responsible to guide others, requiring frequent decisions, affecting the individual, co-workers, and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but many variations from the routine.

Perform clerical and manual tasks prescribed by standard practices, the use of several procedures, and the use of independent judgments and normal attention for accurate results.

**ADDITIONAL DUTIES:**

Provide interdepartmental support through performance of various operational tasks following established procedures.

Requires handling or using machines, tools, or equipment requiring moderate instruction and experience such as computers, peripherals and software programs such as word processing, spreadsheets or custom applications.

Responsibilities involve analysis, initiative, ingenuity, creativity, and concentration required by the job and the presence of any unusual pressures present in the job.

Consistent and predictable attendance required.

Communicate with coworkers, management, staff, the general public, other constitutional office staff and others in a courteous and professional manner.

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.

Create, order and stock forms.

**Licensure or Certification Requirements:**

Valid Florida Driver License

**Knowledge, Skills and Abilities:**

May give instructions or assignments to helpers or assistants

Excellent oral and written communication skills.

Ability to read and decipher cursive writing on current and historical documents.

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.

**Other Skills and Abilities:**

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. Report software and equipment problems to Supervisor or Lead Worker.

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 Circuit 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.