



CAROLYN TIMMANN
CLERK OF THE CIRCUIT COURT & COMPTROLLER
MARTIN COUNTY, FLORIDA

CONSTITUTIONAL COURTHOUSE COMPLEX
100 SE OCEAN BOULEVARD
STUART, FL 34994
MARTINCLERK.COM

Court Clerk I

Pay Grade: 2

Established Date: October 2018

SALARY RANGE

\$13.00 - \$14.00 Hourly

\$27,040.00 - \$29,120.00 Annually

DESCRIPTION:

MARTIN COUNTY CLERK & COMPTROLLER
CLASS DESCRIPTION

CLASSIFICATION TITLE: COURT CLERK I

GENERAL DESCRIPTION

Under the direction of a division manager, this position performs a variety of operations relating to the statutory responsibilities and court-related duties for the Clerk of the Circuit Court and Comptroller. The position requires the incumbent to communicate with co-workers, management and the public in a courteous and professional manner. The position may be deputized, based upon the scope of the duties assigned. This is a non-exempt position under the FLSA.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions outlined below is intended to be representative of the tasks performed within this position. It is not completely descriptive of all tasks performed and omission of an essential function does not preclude management from assigning duties not listed herein.

Meet and deal with co-workers, management, and the public in an effective, courteous, and cooperative manner.

Effectively communicate orally and in writing.

Effectively work with employees of other offices in the court system to accomplish goals.

Develop efficient and effective work methods and procedures.

Process mail in a timely and efficient manner.

Clock in documents daily.

Input traffic citations, criminal charges or other data, depending on the assigned division, in a timely and efficient manner.

Record and process various types of documents and payments.

Check and verify information on documents for completeness.

Maintain files and records, pulling and filing documents with a high degree of accuracy.

Process new passports, as needed.

Perform following functions, if deputized:

Reinstate driver licenses, when necessary

Issue Marriage Licenses and perform Marriage Ceremonies

Certify documents

MINIMUM TRAINING AND EXPERIENCE

This position requires a minimum of a high school diploma or equivalency diploma. Two year or four year degree from an accredited school is desirable, and special consideration will be given to applicants who possess a degree of higher learning, or to those who are fluent in a secondary language.

Ability to work with a personal computer in a Windows environment. The ability to utilize scanning equipment is also necessary.

Ability to operate a calculator, typewriter and fax machine.

Ability to answer phones using standard office procedures.

Ability to effectively communicate both orally and in writing.

Ability to make sound independent judgments.

Ability to effectively follow written and oral instructions.

Able to communicate serious problems and important issues to management.

Ability to receipt money and balance a cash drawer daily.

Proficiency in Microsoft Office programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work but which may involve some lifting carrying pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and differentiate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

In compliance with the Americans with Disabilities Act the Martin County Clerk of the Circuit Court & Comptroller will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Equal Employment Opportunity

The Martin County Clerk of the Circuit Court & Comptroller is an Equal Employment Opportunity employer which means we will not discriminate against any perspective or current employee based on race color religion sex disability age sexual orientation gender identity national origin veteran status or genetic information.