

Polk County Sheriff's Office Job Description
0822 Court Process Clerk
July 23, 2008

Position Concept:

The Court Process Clerk performs clerical duties in filing, copying and maintaining of files and documents in the Court Process Section. The member performs operations and clerical duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Court Process Clerk may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Operate computer
- Operate office equipment
- Maintain files
- Distribute currency/negotiable items
- Deliver documents
- Assist Senior Court Process Clerk
- Maintain records
- Distribute outgoing mail
- Receive incoming mail
- Maintain statistics
- Assist law enforcement personnel and public

Education, Professional Certification or License:

- High School or GED
- Valid Florida Driver's license

Professional Experience:

- Demonstrated proficiency of keyboarding 35 wpm with no more than 5 errors

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works in an office environment with normal levels of stress

Required Skills and Knowledge:

Knowledge of:

- Florida State Statutes pertaining to writs
- PCSO policy and procedures
- Enforceable writs
- Geographic area
- Other governmental agencies
- Appropriate documents
- U.S. currency and negotiable instruments
- Filing system

Ability to:

- Read and write English
- Follow written instructions
- Operate a motor vehicle
- Recognize and count U.S. currency
- Operate office equipment
- Provide exceptional customer service

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Skills:

- Interpersonal
- Keyboarding
- Basic English grammar
- Basic mathematical
- Telephone
- Computer
- Problem solving

Physical Requirements:

- Lift/carry 25 lbs.
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Sit for long periods
- Manual dexterity
- Speak English understandably
- Ambulate independently

For additional information on this position refer to the Job Task Analysis.