

Polk County Sheriff's Office Job Description

1004 Senior Court Process Clerk

October 9, 2006, Revised June 7, 2011

Position Concept:

The Senior Court Process Clerk possesses all the requisite knowledge, skills and physical abilities incumbent upon the Court Process Clerk position. The member maintains accountability and status of writs, subpoenas and other court documents and performs operations, 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 Senior 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:

- Maintain enforceable writs desk
- Prepare execution of enforceable writs
- Prepare and hold Sheriff's sale
- Facilitate sale of impounded farm animals
- Facilitate release of impounded animals
- Process injunctions
- Maintain statistical data
- Process daily money transmittals

Education, Professional Certification or License:

- High School or GED
- Valid Florida driver's license
- Notary for the State of Florida

Professional Experience:

- Demonstrated proficiency of keyboarding 45 wpm with no more than 5 errors
- Minimum of two (2) years experience as a Court Process Clerk within the Polk County Sheriff's Office

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Work is primarily performed within an office environment with normal levels of stress

Required Skills and Knowledge:

Knowledge of:

- Enforceable writs
- Filing system
- Florida State Statutes pertaining to writs
- Florida State Statutes for sale of impounded animals
- PCSO policy and procedures

Ability to:

- Operate a motor vehicle
- Operate office equipment

Skills:

- Computer
- Keyboarding
- Interpersonal
- Basic mathematical
- Document management

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Physical Requirements:

- Hear at normal range or with accommodation
- See at normal range or with accommodation
- Lift 25 lbs.
- Ambulate Independently
- Sit for long periods
- Stand for long periods
- Speak English understandably
- Manual dexterity

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