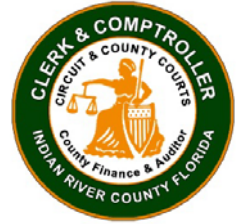


## **Ryan L. Butler**

Clerk of Circuit Court & Comptroller  
P.O. Box 1028  
Vero Beach, FL 32961-1028  
Telephone: (772) 226-3100



### **JOB VACANCY NOTICE**

**Job Title: Court Specialist I**

**Position #2024-0012-106**

**Department: Felony**

**Posting Date: 05/20/2024**

**Entry Salary: \$14.50**

**Job Type: Full Time Non Exempt**

#### **MAJOR JOB DUTIES:**

Performs clerical and computer work relating to Felony cases. Prepares dockets, attends court, and provides customer service.

#### **NECESSARY SKILLS:**

- Requires excellent customer service skills, computer and clerical experience.
- Good verbal and written communication skills with regards to interactions with judges and their assistants, attorneys and outside agencies.
- Must be able to multi-task and pay attention to detail.

#### **HOURS:**

7:00 AM – 4:00 PM and/or 8:00 AM – 5:00 PM

Monday – Friday

Indian River County Courthouse

## COURT SPECIALIST I

**DEPARTMENT:** Courts

### **MAJOR PURPOSE OF JOB:**

Under close supervision from a Court Supervisor, performs a variety of simple to moderately complex clerical work relating to legal procedures in Circuit and/or County Court. Distinguishing characteristics of this job classification versus Court Specialist II or III are as follows: 1) **Complexity of work:** Work is simple to moderately complex. 2) **Supervision required:** Works under close supervision. 3) **Required knowledge, skills and abilities:** Work requires working knowledge of prescribed procedures, systems and routines; simple to moderately complex subject matter. 4) **Responsibilities:** Has relatively few opportunities to make decisions in carrying out work. **and/or** 5) **Judgment:** Work requires relatively less analysis and judgment. Must abide by Florida Statutes for disseminating information to the general public.

### **MAJOR JOB DUTIES:**

1. Receives correspondence from the general public and assists the general public at the counter and with telephone inquiries. Answers questions regarding routine matters. May provide information on existing cases, obtain required information for filing new cases, answer questions relating to court procedures, prepare written responses, etc. in order to render service.
2. Assigns case numbers, indexes and prepares documents, forms and various other records relating to new court cases. Inputs required data into the computer and files in the appropriate case file.
3. Prepares and maintains various records and files relating to current court cases. Conducts file searches, audits and reviews. Retrieves and copies documents and forwards to the appropriate agency or authorized person. Inputs required data into the computer.
4. Prepares files for court and may attend trials, hearings, arraignments, conferences, and/or jury selections. Assists judges during court, as requested. Following court, prepares summons, commitments, appeals, orders of arrest and other legal instruments as directed by the judge or by standard procedure. Updates case files and inputs required data into the computer. Ensures proper logging and handling of evidence from court.
5. May assist in preparing and/or updating court docket calendars.
6. May assist in compiling various daily, monthly and quarterly reports.
7. May be required to work unscheduled overtime as needed.
8. **Family Services Department only:** Required one-on-one interactions with domestic violence petitioners. Will be required to cover domestic violence on-call on a rotating schedule.

(These Major Job Duties are not a complete statement of all duties required of the job. Incumbents will be required to perform such other related job duties as may be assigned or required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of and the ability to communicate and explain the organization, procedures and functions in an assigned area of Circuit and/or County Court.
- Working knowledge of business English, mathematics, spelling, grammar and punctuation.
- Skill and ability to operate with appropriate speed and accuracy standard office machines. Must be computer literate.
- Ability to prepare and maintain a variety of simple to moderately complex records and compile data and assist in preparing reports from such records.
- Ability to communicate effectively in oral and written forms and understand and follow simple to moderately complex oral and written instructions.
- Ability to establish and maintain effective working relationships with judges, State Attorney's Office, Public Defender's Office, attorneys, bondsmen, law enforcement, probation officers, and/or other public agencies, Clerk's Office personnel and the general public.
- Working knowledge of the goals and policies of the Clerk's Office.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an equivalency diploma and at least one (1) year related experience in administrative or clerical work; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities to perform the job.

**PERSONAL WORK RELATIONSHIPS:**

- Department employees: coordinating work and accomplishing job duties.
- Judges, State Attorney's Office, Public Defender's Office, attorneys, bondsmen, law enforcement, probation officers, and/or other public agencies, Clerk's Office personnel and the general public: giving and receiving factual information about work.

**ESSENTIAL PHYSICAL SKILLS AND WORK ENVIRONMENT:**

- Works in a standard office environment, normally seated, but confined to the work area for extended periods of time.
- Required physical abilities include but are not limited to: the ability to remain alert; sitting/standing; bending/squatting; climbing/reaching; crouching/kneeling; pushing/pulling; speech and hearing as required for verbal and telephone conversation; visual acuity and clarity either assisted or non-assisted including full field of vision, color and depth perception as required for daily tasks of communication, filing, reviewing paperwork, computer operation, etc.; repetitive action and manual dexterity, fine manipulation and motor skills, lifting and carrying.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

**APPROVED: JEFFREY R. SMITH**  
**CLERK OF THE CIRCUIT COURT & COMPTROLLER**

**DATE: MARCH, 2017**