

**BRADFORD COUNTY  
CLERK OF COURTS & COMPTROLLER**

---

**EMPLOYMENT NOTICE**

---

The Bradford County Clerk’s Office is currently accepting applications for a Deputy Clerk in the criminal division. Beginning salary is \$15.00 hourly. Deadline for accepting applications is Thursday, May 25, 2023 at 5:00 PM. Applications and questions regarding this notice **MUST** be submitted electronically to [employment@bradfordcountyfl.gov](mailto:employment@bradfordcountyfl.gov) . Applications along with a detailed job description may be obtained from the Bradford County website at [www.bradfordcountyfl.gov](http://www.bradfordcountyfl.gov).

Date Posted for Public: Thursday, May 11, 2023  
Publications: Bradford County Website, Indeed, and Clerk Facebook Page  
Deadline: Thursday, May 26, 2023

---

**DEPUTY CLERK – CRIMINAL DIVISION - JOB DESCRIPTION**

---

<b>JOB TITLE:</b>	Deputy Clerk	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Courts	<b>RETIREMENT:</b>	Regular
<b>SUPERVISOR:</b>	Chief Deputy Clerk	<b>PAY SCALE:</b>	\$22,880.00 - \$31,200.0
<b>SCHEDULE:</b>	Full-Time: Monday – Friday; 8 AM – 5 PM (1-hour lunch)		

---

**PURPOSE AND GENERAL SUMMARY OF POSITION:**

Provide excellent customer service; responsible for various administrative duties (which may differ depending on the department assigned to) such as data entry, processing payments and reports, generating correspondence, processing mail, answering phones, scanning and/or filing (physical and electronic); and other duties as assigned.

Deputy Clerk status will be assigned upon successful completion of a 6 month employee probation period.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined below, is intended to be representative of the tasks that may be regularly performed in an effective and efficient manner. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Work in various computer software applications including Clericus.
- Provide customers with assistance in-person and by phone with general inquiries;
- Administers oaths;
- Navigates online services and routing calls to appropriate department and/or other agencies;
- Processes incoming mail;
- Prepares certified copies and other similar documents;

- Retrieves and/or delivers files to the appropriate location or to the requesting customer;
- Files documents and maintains filing systems in both alpha and numeric formats as directed;
- Prepares and assembles hard copy and electronic files;
- Creates digital images of paper documents through the use of technical equipment and systems;
- Performs data entry and/or correspondence as assigned;
- Performs work outside and beyond the normal working hours during times of critical deadlines, projects or other time-sensitive duties. Non-exempt positions will be compensated for any hours worked over 40 in compliance with overtime and compensatory time policies and the Fair Labor Standards Act (FLSA);
- Maintains established organizational/departmental productivity standards;
- Maintains a professional working relationship with Judges, Judicial Assistants, Court Administration, and court personnel for court-related positions.
- Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards;
- Maintains regular punctual attendance; reports to work on time at the assigned department/location and works the regular schedule/shift assigned for the position;
- Complies with all federal, state and local standards and all Clerk personnel policies and procedures; and
- Other duties as assigned.

**EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- High school diploma or equivalent.
- Basic mathematical aptitude as well as alpha and numeric filing skills are required.
- Must have recent experience working with the Internet and Internet navigation.
- Must be able to accurately keyboard 30wpm or greater.
- Must be able to operate general office equipment such as: computer, printer, copy machine, scanner, fax, calculator, telephone, etc.
- Must have recent experience with computer applications such as Microsoft Word and have the ability to learn complex computer applications.
- Must have the ability to multi-task without jeopardizing accuracy and quality.
- Once trained and qualified, becoming deputized may be required to perform assigned functions.

**LANGUAGE AND SENSORY REQUIREMENTS:**

Must have the ability to read and interpret court documents, policies and procedures manuals. Must effectively communicate using and writing English with excellent spelling, grammar and punctuation in order to prepare reports and/or correspondence. Must be able to interpret and apply applicable laws, rules, regulations and policies. Tasks require visual and hearing perception.

**PHYSICAL ABILITIES REQUIRED:**

Tasks may involve regular and sustained performance of moderately physically demanding work, typically involving some combination of walking, climbing, balancing, stooping, kneeling, standing for long periods of time and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials up to 50 pounds.

**ENVIRONMENTAL FACTORS:**

Tasks are regularly performed without exposure to adverse environmental conditions. Tasks do involve exposure to dust, confidential information that must be safeguarded. Must promote a professional image to customers.

**ADA/ADAAA:**

The Bradford County Clerk’s Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Bradford County Clerk will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**CLERK OF COURT DEPARTMENTS**

The position for which you are applying will be assigned to the division(s) marked with a checked box . In addition to the aforementioned essential functions, you are required to perform essential functions specific to the assigned division(s). As an employee of the Clerk’s Office, you are expected to support other departments within the Clerk’s Office as needed and/or directed.

The list of essential functions, as outlined below, is intended to be representative of the tasks that may be regularly performed in an effective and efficient manner. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

*DESCRIPTION OF COURT DIVISIONS ON NEXT PAGES*

☑ FELONY/MISDEMEANOR:

Criminal court is responsible for filing, processing and maintaining felony, misdemeanor and other types of charges.

- Appeals
- Bail Bonds
- Boating Violations
- County Ordinance Violations
- Drug Court
- Hunting/Fishing Violations
- Worthless Checks
- Payment Plans
- Felony Circuit Criminal
- Misdemeanor County Criminal

Essential Tasks:

- Processes arrest paperwork and criminal citation, including receiving returned/served warrants from the serving agency, entering hearing dates into the computer, and journalizing/filing the information in a case file.
- Opens/prepares case files for court.
- Prepares payment plans and calculates fine balances.
- Prepares notices and dockets.
- Prepares warrants and capiases including inputting all warrant information into the computer, updating Supreme Court and cost information, delivering copies.
- Processes expungement, including accepting filings, collecting and processing expungement fees, collecting information from probation, setting hearings, and preparing the appropriate paperwork after the hearing.
- Processes initial non-compliance paperwork, including preparing, recording, mailing and filing notices.
- Prepares commitment papers, appeals, felony transcripts, recognizance bonds, bond continuance, release from jail, judgment entries.
- Attends assigned court hearings/sessions and processes court documents in accordance with all procedures, legal requirements and/or judge's orders.
- Prepares reports as required.

## RECORDING/MARRIAGE LICENSE

By law, the Clerk of the Circuit Court is the official recorder of all written legal documents, called instruments that may be recorded in the county. The Clerk is required to record all these instruments in one general series of books called the "Official Records."

Essential Functions:

- Greets and directs customers as they enter the vault area.
- Record and index deeds, mortgages, and descriptions of all county property.
- Record public defender liens and judgments entered by the court, record tax liens and claims against an estate, instruments of conveyance, agreements, contracts, maps and plats of subdivisions and surveys.
- Maintain a public records library.
- Collect and disburse intangible taxes.
- Collect and disburse documentary stamp monies.
- Process marriage applications and issue marriage license.

## CIRCUIT CIVIL AND FAMILY LAW

The Circuit Civil Division processes non-criminal cases where there is a dispute involving sums of money that exceed \$50,000. Family law matters fall under the umbrella of Civil Court.

- Medical Malpractice
- Negligence and Wrongful Acts
- Appeals
- Foreclosures
- Tax Deeds
- Ejectments
- Divorce
- Pro-Se
- Injunction for Protection
- Adoption
- Name Change
- Department of Revenue Child Support Cases

Essential Functions:

- Greets and directs customers as they enter the Vault area.
- Processes tax deed applications and conduct sales.
- Opens and prepares case files.
- Prepares notices and dockets.
- Schedules hearing dates into the computer, and journalizing/filing the information in a case file.
- Attends assigned court hearings/sessions and processes court documents in accordance with all procedures, legal requirements and/or judge's orders.

## COUNTY CIVIL/SMALL CLAIMS/PROBATE/MENTAL HEALTH/GUARDIANSHIP

The County Civil Division handles civil actions in which the damages being sought or the matter in controversy is exceeding \$8,000 up to \$50,000. Matters in controversy \$8,000 and under are handled in Small Claims Court. This division also handles Probate, Mental Health and Guardianship cases.

- Evictions
- Unlawful Detainer
- Replevins
- Declaratory Judgments
- Small Claims
- Wills and Estates
- Guardianships
- Baker Act
- Marchman Act
- Risk Protection Order
- Exploitation of Vulnerable Adult Injunctions
- Attends court sessions and performs associated functions.

Essential Functions:

- Opens and prepares case files.
- Prepares notices and dockets.
- Schedules hearing dates into the computer, and journalizing/filing the information in a case file.
- Attends assigned court hearings/sessions and processes court documents in accordance with all procedures, legal requirements and/or judge's orders.

## JURY MANAGEMENT

This function is responsible for jury management.

- Coordinate with divisions that require jurors for scheduled trials.
- Communicate effectively and coordinate with judges on the number of jurors needed for scheduled trials; ensure that the judge is aware of courthouse/parking capacity when he/she sets trials.
- Communicate with courthouse security and supervisor on scheduled trials, juror check-in schedule, dismissed trials, etc.
- Prepare jury venire lists and provide copies to supervisor.
- Mail out jury summons; processes requests for jury excusal; check-in jurors; and other jury related functions.
- Prepare jury related reports.

## JUVENILE DELINQUENCY AND DEPENDENCY/GUARDIANSHIP AUDITS

The Circuit Court has jurisdiction over Delinquency and Dependency cases. Delinquency cases involve those juveniles who have been accused of committing a crime. Dependency cases are established when children have been abused, abandoned, or neglected.

- Juvenile Delinquency
- Smoking Violations
- Truancy
- Juvenile Dependency
- Appeals
- Guardianship Audits

### Essential Functions:

- Opens and prepares case files.
- Prepares notices and dockets.
- Schedules hearing dates into the computer, and journalizing/filing the information in a case file.
- Attends assigned court hearings/sessions and processes court documents in accordance with all procedures, legal requirements and/or judge's orders.
- Completes guardianship audits of annual accounting of guardian property.

## CIVIL TRAFFIC/ JUVENILE SMOKING/FRONT OFFICE SUPPORT/CASHIERING

A Civil Traffic Citation is a non-criminal traffic violation that is not punishable by incarceration and for which there is no right to a trial by jury or a right to court-appointed counsel. This Division is the front line for Customer Service, directing all customers to the appropriate department and processes most Clerk fees.

### Essential Functions:

- Greets and directs customers as they enter the Clerk's Office.
- Provides overflow switchboard support.
- Collects and processes most Clerk fees.
- Inputs traffic citations.
- Inputs juvenile smoking citations.
- Process driver's license suspensions for non-payment.
- Forward unpaid cases to collections.
- Schedules hearing dates into the computer, and journalizing/filing the information in a case file.
- Attends assigned court hearings/sessions and processes court documents in accordance with all procedures, legal requirements and/or judge's orders.

## CHILD SUPPORT / PASSPORT

The Child Support Enforcement division, in cooperation with the State of Florida Disbursement Unit (SDU), acts as the central depository for receiving, recording, reporting, monitoring and disbursing alimony and child support payment. Additionally, this division acts as the Switchboard operator, processes passport applications, and issues marriage licenses.

### Essential Functions:

- Collects and processes Clerk fees.
- Open depository accounts.
- Memo cases for hearing preparations.
- Update orders.
- Issue Notice of Delinquencies and Judgments for child support arrears.
- Schedules hearing dates into the computer, and journalizing/filing the information in a case file.
- Attends assigned court hearings/sessions and processes court documents in accordance with all procedures, legal requirements and/or judge's orders.
- Process passport applications.