Office of
Clerk of Circuit Court and Comptroller
Matt Reynolds

COURT SERVICES CLERK

Division/Department: Court Services Division – Regular full-time position

Job Overview:

Under close supervision from a Court Services Supervisor, learn to perform a variety of simple to minimally complex clerical work relating to legal procedures in Circuit or Criminal Court.

Responsibilities and Job Duties:

- Perform routine clerical duties such as filing, data entry, and document scanning.
- Assist the public and court users by providing basic procedural information, information on existing cases, etc.
- Receive and process filings and correspondence.
- Assign case numbers and input data in case management system as it relates to new case filings.
- Prepare and maintain various records and files relating to current court cases; conduct file searches, retrieves and copies documents; inputs required data into the computer.
- May prepare and update court calendar.
- Assist with preparing files and court dockets for court hearings and/or jury selections.
- Assist with preparing cases for court and attend court events.
- Performs clerical work while attending court sessions, takes minutes and prepares a wide variety of court related orders; performs simple clerical duties in at least one (1) of the following court areas: First appearance hearings, Civil Traffic, Juvenile, Family, County Civil/Small Claims, Circuit Civil, Probate/Guardianship, County Criminal/Criminal Traffic, Circuit Criminal, Drug Court; ensures the care, custody, and control of all tangible evidence submitted in court; maintains professional contact with judges, attorneys, defendants, and the general public.
- Following court - prepare summons, orders of arrest and other legal instruments as directed by the judge or by standard procedure; input required data from the court event into the case management system.
- Ensure confidentiality and compliance with records and applicable laws.
- Respond to inquiries in person, by phone, and in writing in a professional manner.

*These Responsibilities and Job Duties are not a complete statement of all duties required of the job. The successful candidate will be required to perform such other related job duties as may be assigned or required.

Qualifications, Knowledge, and Skills:

- Outstanding customer service: ability to establish and maintain effective working relationships with coworkers, court/judicial partners, public agency personnel; and the general public.
- Ability to communicate effectively in oral and written form and understand and follow simple to moderately complex oral and written instructions.
- Skill to operate with appropriate speed and accuracy a computer, printer, copier, calculator, fax machine, typewriter and other standard office business machines.
- Experience with document imaging systems/solutions.

- Ability to prepare and maintain a variety of simple to moderately complex records.
- Organization, communication, and prioritization skills.
- Positive, professional attitude and work ethic.
- Considerable knowledge of business English, math, spelling, grammar and punctuation.

Education and Experience:

REQUIRED QUALIFICATIONS:

- Graduation from an accredited high school; or possession of an equivalency diploma.

PREFERRED QUALIFICATIONS:

- At least one (1) year of administrative or clerical work which provides the minimum skills, knowledge and abilities to perform the job or exposure to work or OJT in a professional environment.

Interpersonal Work Relationships:

- Coordinating work and accomplishing job duties
- Giving and receiving factual information regarding work to some subset of Judges, State's Attorney Office, Public Defender's Office, Attorneys, Bondsmen, Police Officers/Sheriff's Deputies, Probation Officers, and/or other Public Agencies, and the general public

Essential Physical Skills and Work Environment:

- Ability to: communicate using speech, vision and hearing; operate standard business machines; access file cabinets for filing and retrieval of data; and sit in court or at a computer for extended periods of time.
- Work in a standard office environment or court room; seated or helping customers at the counter.

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

POSITION: NON EXEMPT

STARTING PAY: Clerk Trainee $15.00-18.50 per hour
Clerk I $20.35-23.15 per hour
Clerk II $21.57-24.54 per hour
*DOQ = Depending on Qualifications starting pay for Trainee, DOQ

DEADLINE FOR RECEIPT OF APPLICATION: 10/29/26- Open until filled

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Email clerkjobs@putnam-fl.gov
Call 386-326-7677

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The successful candidate must pass a drug test and criminal background check.