

Clerk of Circuit Court & Comptroller Okaloosa County

Job Description Case Initiation Digital Court Services Representative

Job Specifications			
Classification:	Non-Exempt	Department:	Digital Court Services
Supervisor:	Digital Court Services Manager	Location:	Crestview
Salary Range:	\$14.00 - \$21.00/hr	Schedule:	Monday - Friday 8am - 5pm
Revision Date:	December 5, 2019	Revised By:	Kim Bryan

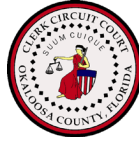
Job Summary:

The purpose of this position is to perform technical clerical work and to provide administrative support in the preparation of cases for legal or administrative hearings.

Essential Job Functions:

The list of essential functions as outlined herein is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties listed herein if such functions are a logical assignment to the position.

- Review and acceptance of new civil cases in E-filing portal.
- Initiate new civil cases from Benchmark queues
- Issue orders required for new civil cases
- Clocking in paper arrest reports/citations
- Initiate all new criminal court types received electronically and in paper
- Validate and check cases created using AI (Herbie)
- Process Violation of Probation and Failure to Appear arrest reports. Reopening Violation of Probation cases
- Initiating MO, CO and IN infraction cases and assessing fees
- Process first appearance paperwork including emailing first appearance paperwork to public defender if appointed
- Update attorneys for all new cases – civil and criminal
- Docket/process all new cases received within established time standard.
- Processing all Notice of Appeals
- Opening New Appeal cases for County to Circuit Appeals
- Docket and process all appeal documents received from District Court of Appeal and Supreme Court
- Prepare, docket and e-file appellate certificates



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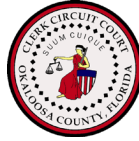
- Maintain accurate time standard deadlines for appellate purposes
- Copy electronic exhibits for inclusion into the record on appeal
- Preparing Record on Appeal and e-filing the records with the District Court of Appeal and/or the Supreme Court
- Maintains regular and punctual attendance.
- Maintains established organizational/departmental productivity standards.
- Complies with all company policies and procedures.
- Other related duties as assigned.

Minimum Required Qualifications:

- High School Diploma or GED.
- Proficient in various assignment related computer software programs to include Excel, Word, and Adobe.
- Ability to communicate effectively in both oral and written form and possess the ability to follow complex oral and written instructions.
- Ability to perform accurate computations and verification of data.
- Ability to work effectively both independently and with others.
- Ability to perform tasks with care and thoroughly, with a strong attention to detail.
- Ability to work well independently; self-motivated.
- Knowledge of a wide range of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures, office equipment and terminology.
- Ability to learn and understand specialized information, including codes, rules, policies, procedures, forms and legal terms, and apply that knowledge in carrying out job assignments accurately and efficiently.
- Establish and maintain effective working relationships with team members, judicial officers, Court and County employees.
- Maintain confidentiality of Court documents and records.
- Work in an environment that includes frequent interruptions and simultaneous detailed attention to multiple tasks.

Digital Court Service Specialist	Salary Range: \$15.00 - \$22.50 /hr
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- Ability to articulate current processes of department, why it is relevant, and how it is best broken down for training purposes.
- Relied upon when finding solutions to complex problems.
- Mastery of current job and ability to become subject experts.



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Senior Digital Court Service Specialist	Salary Range: \$16.10 - \$24.15/hr
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- Provides feedback on departmental processes, makes recommendations to improve and streamline processes.
- Relied upon when supervisor is absent.
- Support supervisor with training other employees, work-flow planning, and onboarding new hires.
- Committed to service excellence and organizational progress.

Key Competencies of Position:

- **Accountability and Dependability** - Takes personal responsibility for the quality and timeliness of work and achieves results with little oversight.
- **Adaptability & Flexibility** - Ability to react positively to changing business needs, conditions, and work responsibilities.
- **Attention to detail/accuracy** - Diligently attends to details and pursues quality in accomplishing tasks.
- **Decision Making & Judgment** - Makes timely, informed decisions that take into consideration the facts, goals, constraints, and risks.
- **Leadership Ability** - Motivating, influencing, and supporting others to accomplish team and organizational goals.
- **Planning & Organization** - Can effectively plan, prioritize and manage activities through to delivery.
- **Teamwork** - Promotes cooperation and commitment within a team to achieve goals and deliverables.

ADA Compliance:

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.