

## Clerk of Circuit Court & Comptroller Okaloosa County

### Job Description Data Integrity Representative

Job Specifications			
<b>Classification:</b>	Non-Exempt	<b>Department:</b>	Data Integrity
<b>Supervisor:</b>	Data Integrity Manager	<b>Location:</b>	Fort Walton Beach
<b>Salary Range:</b>	\$14.00 - \$21.00 /hr	<b>Schedule:</b>	Monday - Friday 8am - 5pm
<b>Revision Date:</b>	December 6, 2019	<b>Revised By:</b>	Laura Peacock

#### Job Summary:

The purpose of this position is to perform entry level clerical and operational support functions in the Data Integrity division.

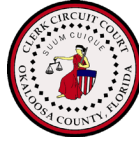
#### Essential Job Functions:

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.

- Prepares and transmits monthly, quarterly and annually required reports to CCOC, OSCA, COC Finance, FCCC, Judiciary and other local, state and federal agencies.
- Updates cases daily to reflect payments received.
- Processes cases to be sent to collections.
- Processes payments received from collection agencies on all cases types.
- Assists in the administration of the Random Moment Sampling Program.
- Reviews case lists for errors and missing entries.
- Maintains regular and punctual attendance.
- Maintains established organizational/departmental productivity standards.
- Complies with all company policies and procedures.
- Other related duties as assigned.

#### Minimum 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.



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- 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, transcription, 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 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.

<b>Data Integrity Specialist</b>	<b>Salary Range: \$15.00 - \$22.50 /hr</b>
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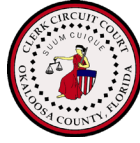
- Provides feedback on departmental processes, makes recommendations to improve and streamline processes.
- Relied upon when supervisor is absent.
- Support supervisor with training other employees, work-flow planning, and onboarding new hires.
- Committed to service excellence and organizational progress.

<b>Senior Data Integrity Specialist</b>	<b>Salary Range: \$16.10 - \$24.15/hr</b>
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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 for Position:

- **Adaptability and flexibility** - Ability to react positively to changing business needs, conditions, and work responsibilities.
- **Analysis/Reasoning** - Examines data to grasp issues, draw conclusions, and solve problems.
- **Attention to Detail/Accuracy** - Diligently attends to details and pursues quality in accomplishing tasks.
- **Creative & Innovative Thinking** - Develops fresh ideas that provide solutions to all types of workplace challenges.



## **Clerk of Circuit Court & Comptroller Okaloosa County**

- **Decision Making & Judgement** - Makes timely, informed decisions that take into consideration the facts, goals, constraints, and risks.
- **Planning & Organization** - Can effectively plan, prioritize and manage activities through to delivery.
- **Strategic Vision** - Sees the big, long-range picture.

### **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.