

## Clerk of Circuit Court & Comptroller Okaloosa County

### Job Description Records Management Representative (Specific to Offsite Records Management)

Job Specifications			
<b>Classification:</b>	Non-Exempt	<b>Department:</b>	Records Services
<b>Supervisor:</b>	Records Services Manager	<b>Location:</b>	Crestview
<b>Salary Range:</b>	\$14.00 - \$21.00/hr	<b>Schedule:</b>	Monday - Friday 8am - 5pm
<b>Revision Date:</b>	December 10, 2019	<b>Revised By:</b>	Thressa Wilcox

#### Job Summary:

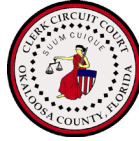
The purpose of this position is to perform a variety of clerical work-related duties and operations relating to the recording, indexing, redaction, and researching public records in the Clerk of Courts Office.

#### 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 not listed if such functions are Retrieve and scan images in court cases for processing of copy/background request.

- Digitize/back scan older cases for disposition/destruction.
- Maintain required docketed items for retention.
- Process VOR for Court file (View On Request)
- Redaction of Court Records utilizing the Redaction Que and specific documents as requested
- Backup for Courier
- Delivery of Mail to Post Office at end of day
- Sort and File Paper exhibits for retention
- Filing of Plats recorded in the Official Records in Bins for Retention
- Retrieval of Images from Microfilm
- Compile Items for Shred after imaging and coordinate the destruction.
- 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:

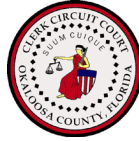


## Clerk of Circuit Court & Comptroller Okaloosa County

- High School Diploma or GED supplemented by one (1) year of recent and relevant experience.
- Ability to meet the public and effectively address their needs in a courteous, tactful, professional manner. Possess the ability to cope with customers in impromptu situations.
- Ability to communicate effectively in both oral and written form and possess the ability to follow complex oral and written instructions.
- Ability to establish and maintain an effective working relationship with co-workers, general public, title companies, businesses, governmental agencies and attorneys, judges, and passport agency employees.
- Ability to use a computer terminal to quickly and accurately enter data.
- 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.
- Ability to work with confidential and/or sensitive data, interpret and comply with state and federal guidelines as well as legal advice restrictions for the Clerk & Comptroller's office.
- Ability to sit or stand at front counter for extended periods of time, while concentrating on repetitious or complex tasks. Ability to work within time constraints and workload surges. Ability to work in a fast-paced environment with frequent interruptions while maintaining speed and accuracy.
- Ability to lift boxes of files weighing approximately 10 – 20 pounds; to push a cart loaded with files; to bend, stoop, and reach to retrieve files and supplies.

### Key Competencies of Position:

- **Accountability & 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.
- **Drive & Determination** - Full of positivity and a desire to get things done quickly and effectively.
- **Ethics & Integrity** - Earns others' trust and respect through consistent honesty and professionalism in all interactions.
- **Planning & Organization** - Can effectively plan, prioritize and manage activities through to delivery.
- **Verbal Communication** - Able to express ideas clearly, concisely and confidently, with content and style appropriate for the audience.



## Clerk of Circuit Court & Comptroller Okaloosa County

- **Written Communication** - Able to clearly express ideas in writing. Uses correct vocabulary, grammar, spelling and punctuation.

<b>Records Management Specialist</b>	<b>Salary Range: \$15.00 - \$22.50 /hr</b>
--------------------------------------	--

- 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.

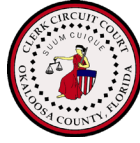
<b>Senior Records Management Specialist</b>	<b>Salary Range: \$16.10 - \$24.15/hr</b>
---	---

- 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 & 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.
- **Drive & Determination** - Full of positivity and a desire to get things done quickly and effectively.
- **Ethics & Integrity** - Earns others' trust and respect through consistent honesty and professionalism in all interactions.
- **Planning & Organization** - Can effectively plan, prioritize and manage activities through to delivery.
- **Verbal Communication** - Able to express ideas clearly, concisely and confidently, with content and style appropriate for the audience.
- **Written Communication** - Able to clearly express ideas in writing. Uses correct vocabulary, grammar, spelling and punctuation.

### ADA Compliance:



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

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.