



## KIMBERLEY BARRINEAU

CLERK OF COURT AND COMPTROLLER – HENDRY COUNTY, FLORIDA  
25 E HICKPOCHEE AVENUE, LABELLE, FLORIDA 33935 TELEPHONE 863-675-5217

### JOB DESCRIPTION

Clerk – Courts  
\$13.50 per hour

#### **General Description:**

This position performs clerical, cashiering, customer service and court related activities within the assigned department. This position reports directly to the departmental Supervisor.

*This General Description is not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.*

#### **Essential Job Functions:**

- Interact professionally with customers via telephone, email, or in person, to provide support and information.
- Apply rules and procedures pertaining to the Clerk's functions and responsibilities in the assigned department.
- Ability to work with and maintain confidential and/or sensitive records and comply with legal advice restrictions for the Clerk and Comptroller's office as well as state and federal guidelines
- Tasks require visual perception and differentiation, as well as excellent oral and written communications ability using English language
- Must have strong attention to detail and accuracy as consequences of mistakes can be moderately serious and can result in serious consequences to citizens (i.e., unwarranted arrests, extended time in jail, financial and legal implications, etc.)
- Attend Court proceedings, including the proper handling of evidence, as needed.
- Appropriately process payments of cash, checks, and credit card.
- Prepare general correspondence, as needed.
- Performs other related duties as assigned.

#### **Required Knowledge, Abilities, and Skills:**

- Knowledge and command of business English, spelling, arithmetic, computer skills, and office practices and procedures.
- Ability to comply with State Statutes and Clerk's Office Rules and Regulations.
- Ability to interact professionally and maintain effective working relationships with supervisors, coworkers, government officials, and the public.
- Ability to understand and carry out verbal and written instructions.
- Ability to work in a fast paced, automated environment with many interruptions.
- Ability to handle case material of a sensitive nature.
- Ability to work extended hours beyond the regular office hours of 8:30 a.m. to 5 p.m., if needed.



## KIMBERLEY BARRINEAU

CLERK OF COURT AND COMPTROLLER – HENDRY COUNTY, FLORIDA  
25 E HICKPOCHEE AVENUE, LABELLE, FLORIDA 33935 TELEPHONE 863-675-5217

### **Education and Experience:**

Possession of a high school or equivalency diploma issued by a State Department of Education or the United States Armed Forces.

### **Licenses, Certifications, Registrations:**

N/A

### **Essential Physical Demands:**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate with others to exchange information.
- Prolonged periods in a stationary position, often at a desk and working on a computer.
- Repetitive motions that may include the use of wrists, hands, and/or fingers.
- Ability to move about to accomplish tasks or to move from one worksite to another.
- Ability to access, input, and retrieve information from a computer.
- Ability to adjust, move, or lift objects up to 30 pounds in all directions.
- Type at a minimum rate of 35 words per minute.

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

### **Environmental Conditions:**

Work is performed in an office environment. Some travel may be required.

### **Position Type:**

Regular Full-Time

Employee Signature indicates the employee's understanding of requirements, essential functions, and duties of the position.

Employee Signature: \_\_\_\_\_