

**OFFICE OF THE CLERK OF CIRCUIT COURT
LAKE COUNTY, FLORIDA
POSITION DESCRIPTION**

Posted: 04/18/16
\$11.64/hour
37.5 hours/week
1950 hours/year

JOB TITLE: Marriage License/Passport Clerk

SALARY RANGE: \$22,698 - \$40,911

JOB SUMMARY:

Under the direct supervision of a Senior Clerk, issues marriage licenses and passports in accordance with established guidelines. This position may be assigned to branch offices. This position is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Inputs information collected from customers into an automated system to issue marriage licenses and passports according to established statutory and regulatory guidelines. Collects fees and applies appropriately. Prepares reports related thereto.
- Performs cashiering duties. Prepares daily receipts balance out operations; reconciles monthly balances and generates monthly statistical reports.
- Receives telephone calls; answers questions related to marriage license and passport requirements.
- Performs receptionist duties: refers walk-ins to correct division, performs other duties of a clerical nature. Receives telephone calls, answers questions, and directs inquirers to other Clerk and County functional areas.
- Prepares purchase requisitions and direct pays for the Administrative Services department and maintains departmental records.
- Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

- High school diploma or its equivalent (G.E.D.).
- Evidence of U.S. Citizenship or U.S. Nationality as set forth by the U.S. Department of State regulations for passport acceptance agents.
- One year of clerical experience.
- Must be able to type a minimum of 35 correct words per minute.
- Valid Florida driver's license.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of general office procedures.
- Knowledge of business English, spelling and punctuation.

- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Skill in written English sufficient to read and write reports.
- Skill in organizing and prioritizing work.
- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, customers, and others.
- Ability to work in an environment with many interruptions.
- Ability to fluently read, interpret, speak, write, and understand the English Language.

PHYSICAL ACTIVITIES:

Reaching, Feeling, Standing, Walking, Fingering, Talking, Grasping, Hearing, Repetitive Motions, Driving.

PHYSICAL REQUIREMENTS:

Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; using measurement devices; and/or assembly of parts at distances close to the eyes.
- The worker is required to have visual acuity to operate motor vehicles (when required).
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.