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July 2, 2020

JOB OPENING-Temporary

Clerk Strike Team Member

Salary: \$15.00/hour

JOB SUMMARY

The Clerk Strike Team (CST) member helps manage and direct movement of the public traffic during business hours. This position is temporary and will be employed until July 31, 2020, at which time it will be reviewed in light of the current Florida Supreme Court Administrative Order as it pertains to the COVID-19 pandemic and terminated or extended accordingly.

MAJOR DUTIES

- Assists the public in entering, exiting, and navigating the courthouse complex considering the restrictions placed on the reopening of the courthouse.
- Represents the office of the Clerk & Comptroller with a professional appearance and clear communication with the public.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of customer service principles and practices.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral communication.

SUPERVISORY CONTROLS

The CST position reports directly to the Deputy Chief of Operations who will assign work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

- Guidelines include the St. Johns County Clerk of Court & Comptroller Operations Plan and established procedures. These guidelines are generally clear and specific but may require some interpretation in application.

***OPS: Temporary employment opportunity for accomplishing short-term tasks excludes benefit package.**

COMPLEXITY/SCOPE OF WORK

- The work consists of customer service duties. Frequent interruptions contribute to the complexity of the position.

CONTACTS

- Contacts are typically with co-workers, other county employees, attorneys, representatives of lending agencies, law enforcement personnel, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to direct personnel, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing or intermittingly sitting.
- The work is performed both inside the courthouse and outside the building.
- The position requires standing for long periods and the ability to lift 50 lbs.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

PREFERRED QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of an associate degree in a course of study related to the occupational field.

APPLICATION INSTRUCTIONS:

Original position opening is posted on the bulletin board located in the main hallway of the Courthouse. Anyone interested in applying for this position, must complete a COC Internal Job Application (in-house applicants only) or a St. Johns County, COC Employment Application (outside applicants). Forms can also be obtained from the Human Resource's office. Drug Free Workplace and Equal Opportunity Employer.

CLOSING DATE & TIME:

This position is open until filled.

This job posting is not intended as and does not create an employment contract. The Clerk of Courts maintains its status as an "at-will" employer. Employees can be terminated with or without notice or cause at any time and for any reason not prohibited by law.

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