

Brandon J. Patty

Clerk of the Circuit Court and
Comptroller



Mark P. Miner

Chief Deputy Clerk

**Clerk of the Circuit Court
and County Comptroller
St. Johns County, Florida**

January 06, 2020

JOB OPENING - Temporary

Clerk Strike Team Member

Salary: \$13.88/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 a Florida Supreme Court Administrative Order, as it pertains to the COVID-19 pandemic, terminates or extends the role, 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.

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 stjohnsclerk.com. 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.