



# Clay County Clerk of Court

## Job Description

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<b>Job Title</b>	<b>Department</b>	<b>Status</b>	<b>Reports to (Title):</b>
Executive Administrative Assistant	Administration	Exempt	The Clerk of Courts

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### **GENERAL DESCRIPTION OF DUTIES**

This professional position provides high-level administrative support primarily to the Clerk of Court as the personal Administrative Assistant. In addition, this individual will support the Clerk's Executive Team as needed. Responsibilities include screening and prioritizing phone calls and mail; making travel arrangements and expense reimbursement reports, scheduling and organizing meetings and events; preparing and editing correspondence, reports, and presentations; managing calendars and meeting agendas; maintain supplies inventory; preparing/sending work orders for maintenance issues; preparing requisitions for purchases and vendor maintenance; and act as a point of contact between executive staff and employees/customers. This position exercises considerable initiative, independent judgment, a high level of discretion, professionalism, sensitivity to confidential matters at all times, and the ability to work well with all levels of management and staff. Business professional attire is required.

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### **SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Manage the Clerk's and Executive Team's calendars, emails, incoming mail, phone calls as needed/requested.
2. Scheduling of meetings with Judicial staff, Clerk's office employees, Agency Partners, vendors and/or other parties as requested.
3. Prepare travel vouchers for Administration staff and Clerk's office employees.
4. Make and manage travel arrangements for the Clerk, the Executive staff and Clerk employees.
5. Prepare requisitions for Administration and other departments as requested.
6. Coordinate and manage Clerk related events.
7. Customer relations with clients, public and vendors.
8. Prepare and mail certified letters to Commission on Ethics and Division of Retirement to report arrest of county employees.
9. Prepare and mail certified letters for returned checks.
10. Place service calls for repair on copiers Courthouse wide and/or order replacement parts.
11. Work orders for maintenance issues within the Clerk's office.
12. Place and expedite orders as needed for supplies; verify receipt of supplies.
13. Coordinate menu and ordering of food with vendors for Clerk related events.
14. Forward public inquiries from Clerk's website to the appropriate department.

EXECUTIVE ADMINISTRATIVE ASSISTANT– ADMINISTRATION

15. Assist Human Resources Director with updating personnel records, recognition programs, medical leaves of absences, onboarding of new employees and/or various duties as requested.
16. Able to perform work outside and beyond normal working hours during times of critical deadlines, events, projects, or other time-sensitive duties.
17. Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
18. Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures.
19. Comes to work and works the regular schedule and shift for the position.
20. Complies with all personnel policies and procedures.

**MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the Department, they are not an essential part of the purpose of this position and may also be performed by other Department members.

1. Assists the Clerk's office in any necessary duties to achieve the office goals.
2. Performs related duties as directed.

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**Authority/Judgment/Disclosure/Financial Responsibility**

**Authority Selections:**

Broad objectives are outlined. Work is judged primarily on overall results with frequent autonomy of daily functions and develops methods to achieve desired results.

**Judgment Decisions:**

Mistakes and errors in judgment are serious in nature, causing considerable loss of money, production time, or adversely affecting customer relations.

**Disclosure of Information Selections:**

This position involves knowledge and information that, if disclosed, might have adverse internal effect or objectionable external results.

**Financial Responsibility Selections:**

This position has minimal financial responsibilities.

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**MINIMUM TRAINING AND EXPERIENCE**

- Associate's Degree or Bachelor's Degree.
- Five (5) years of recent and relevant administrative experience.
- Strong computer skills.
- Must have extensive knowledge and capabilities within Microsoft Outlook, Word, and Excel.
- Must have excellent analytical and customer service skills.
- Must be professional, self-driven and highly motivated.
- Must be able to comprehend, speak and write the English language.
- Must possess good interpersonal and communication skills.

An equivalent combination of education, certification, training and experience will be considered in lieu of degree requirements.

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**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects of light weight (5-10 pounds).

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.

EXECUTIVE ADMINISTRATIVE ASSISTANT– ADMINISTRATION

The Clay County Clerk of the Circuit Court, Clay County, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clay County Clerk of the Circuit Court will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation.  Yes  No

I would like to request a reasonable accommodation.  Yes  No

*\*If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

1. All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.
2. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

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Employee Signature Date

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Printed Name Department