

Clerk of Circuit Court & Comptroller Okaloosa County

Job Description Digital Court Services Representative

Job Specifications			
Classification:	Non-Exempt	Department:	Digital Court Services
Supervisor:	Digital Court Services Manager	Location:	Crestview
Salary Range:	NE-1	Schedule:	Monday - Friday 8am - 5pm
Revision Date:	October 16, 2023	Revised By:	Chelsea Law

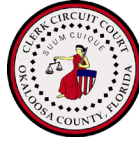
Job Summary:

The purpose of this position is to perform technical clerical work and to provide administrative support in the preparation of cases for legal or administrative hearings.

Essential Job Functions:

The list of essential functions as outlined herein is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties listed herein if such functions are a logical assignment to the position.

- Reviewing and accepting all pleadings in all existing case types, all new cases in all court/case types (including County to Circuit Appeal Cases), and all judicial orders received via the E-filing portal.
- Docketing/processing all filings and all new cases in all court/case types received within established time standard.
- Initiate all new civil cases filed electronically, including civil traffic (TR)
- Issue orders, notices, and refund requests as applicable
- Initiate all new criminal (CF, CT, MM, CJ) and non-criminal court types (MO, CO, PK, IN) received electronically and in paper and all arrests reports for violations and failures to appear (including time-stamping those items received in paper, assessing applicable fees, and properly processing first appearance paperwork)
- Validate and check cases created using AI (Herbie)
- Manage case statuses by opening, reopening, and closing as required
- Processing all Notice of Appeals including County to Circuit Appeals; appeal documents received from the District Court of Appeals and Supreme Court; preparing, docketing, and e-filing appellate certificates; maintaining accurate time standard deadlines for appellate purposes; preparing and submitting the Record on Appeal with the District Court of Appeal and/or the Supreme Court
- Maintains regular and punctual attendance.
- Maintains established organizational/departmental productivity standards.



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- Complies with all company policies and procedures.
- Other related duties as assigned.

Minimum Required Qualifications:

- High School Diploma or GED.
- Proficient in various assignment related computer software programs to include Excel, Word, and Adobe.
- Ability to communicate effectively in both oral and written form and possess the ability to follow complex oral and written instructions.
- Ability to perform accurate computations and verification of data.
- Ability to work effectively both independently and with others.
- Ability to perform tasks with care and thoroughly, with a strong attention to detail.
- Ability to work well independently; self-motivated.
- Knowledge of a wide range of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures, office equipment and terminology.
- Ability to learn and understand specialized information, including codes, rules, policies, procedures, forms, and legal terms, and apply that knowledge in carrying out job assignments accurately and efficiently.
- Establish and maintain effective working relationships with team members, judicial officers, Court and County employees.
- Maintain confidentiality of Court documents and records.
- Work in an environment that includes frequent interruptions and simultaneous detailed attention to multiple tasks.

Digital Court Service Specialist

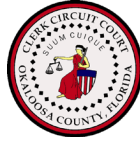
Salary Range: NE-2

- Ability to articulate current processes of department, why it is relevant, and how it is best broken down for training purposes.
- Relied upon when finding solutions to complex problems.
- Manages Foreclosure Sales
- Mastery of current job and ability to become subject experts.

Senior Digital Court Service Specialist

Salary Range: NE-3

- Provides feedback on departmental processes, makes recommendations to improve and streamline processes.



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- Manages entire Foreclosure Sale Process, including issuance of Certificates of Sale, Titles, and Disbursements
- Relied upon when supervisor is absent.
- Support supervisor with training other employees, work-flow planning, and onboarding new hires.
- Committed to service excellence and organizational progress.
- Senior Specialists must agree to be a mentor for departmental new hires and have a completed mentor application on file.

Key Competencies of Position:

- **Accountability and Dependability** - Takes personal responsibility for the quality and timeliness of work and achieves results with little oversight.
- **Adaptability & Flexibility** - Ability to react positively to changing business needs, conditions, and work responsibilities.
- **Attention to detail/accuracy** - Diligently attends to details and pursues quality in accomplishing tasks.
- **Decision Making & Judgment** - Makes timely, informed decisions that take into consideration the facts, goals, constraints, and risks.
- **Leadership Ability** - Motivating, influencing, and supporting others to accomplish team and organizational goals.
- **Planning & Organization** - Can effectively plan, prioritize, and manage activities through to delivery.
- **Teamwork** - Promotes cooperation and commitment within a team to achieve goals and deliverables.

ADA Compliance:

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Employee Acknowledgement:

I have read this job description and I fully understand all my job duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.