

# Bay County Clerk's Office

## Job Description

<u>Job Title</u>	<u>Department</u>	<u>Classification</u>
Central Cashier Clerk	Traffic	Non-Exempt

### **Nature of Job:**

Perform clerical duties and cashier services as a Deputy Clerk. Interact with customers to provide information in response to inquiries involving traffic citations and general customer service.

### **Essential Functions and Responsibilities:**

- Process payment for traffic, felony, criminal traffic and misdemeanor fines.
- Process payments received by mail, fax and email.
- Assist customers with questions about all types of court cases.
- Answer telephone calls from customers.
- Utilize the DMV (Division of Motor Vehicles) site to determine cause of suspensions.
- Utilize the DHSMV (Division of Highway Safety Motor Vehicles) and CCIS site to determine cause of suspensions.
- Verifies vendor accounts by reconciling monthly statements and related transactions. (Collection agencies and Probation Office).
- Balance and maintains cash drawer and balance daily cash and check intake.
- Provide customers with records requests.
- Process payment plans for customers as needed.
- Other duties as assigned.

### **Minimum Qualification Requirements:**

- Must be able to speak, read, write, and comprehend English language.
- Must possess and maintain a valid Florida driver license with a driving record acceptable to the Clerk's Driving Policy and insurance program.
- Graduation from an accredited high school or GED.
- A comparable amount of training and/or experience may be substituted for the minimum qualifications except for the Florida Driver's License requirement.

### **Licenses and/or Certifications:**

Must possess and maintain a valid Florida driver license with a driving record acceptable to the Clerk's Driving Policy and insurance program.

### **Knowledge Skills and Abilities:**

- Knowledge of MS Word, Attention to Detail, PC Proficiency, General Math Skills.
- Ability to maintain good interpersonal and communication skills to deal with public.
- Ability to establish and maintain effective working relationships with a variety of people.
- Ability to communicate effectively, both orally and in writing.

### **Working Conditions:**

Work is primarily performed indoors but requires some exposure to environmental changes (e.g., outdoor weather and/or field conditions) or irate customers, extreme noise, odors, heights and/or dust. May be required to travel as needed to remote locations.

### **Risk/Safety Conditions:**

See above Working Conditions

### **Essential Physical Activities:**

Stooping, crouching, walking, pulling, lifting, grasping, hearing, seeing up close, seeing far away, kneeling, reaching, pushing, talking, standing, climbing, finger movement, repetitive motions, depth perception. This position may require lifting up to 25 lbs.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with Bay County.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Employee number)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Disclaimer:**

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The employer may add to or revise this job description at any time.

**THE BAY COUNTY CLERK'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE.**