



**Brent X. Thurmond,
Clerk of Circuit Court**

Position Description

Traffic Deputy Clerk

Department: Court Division: Traffic

Reports to: Director of Operations

Exempt: No

Effective Date: 08/24/2018

SUMMARY:

Perform specialized clerical work processing traffic documents and related duties. Update and maintain traffic program records. Provide accurate information and insure compliance with laws, regulations and procedures. Work with the public and outside agencies concerning traffic issues. Also responsible for the security of funds, receiving monies, and maintaining accurate records.

Duties and Responsibilities; include the following.

Other related duties may be assigned by management. Must perform any or all of the following duties in an accurate and timely manner as per the division's requirements:

Respond to complaints, difficult situations and routine inquiries from the public in a professional manner.

Balance cash drawer and prepare corresponding daily/monthly financial reports for Finance department and other state agencies.

INFRACTION PROCESSING:

Receive and process infraction tickets in an accurate manner (boating, fishing, hunting, smoking, animal control) daily-manual, e-citations and e portal

Responsible for taking incoming traffic calls; convey accurate information regarding processes of handling tickets; and performing duties in a professional manner

Process traffic infraction payments received in person (cash, check money order or credit/debit), by mail, telephone (credit/debit) and all internet payments (MyFloridaCounty portal)

Process non-compliance for unpaid traffic Fines, assess late fee and set case status to D6.

Clear D-6 and restore driver's license as required as payment is received

Create, maintain and forward Certificate of Completion DDS – Motions

Answer questions regarding D6 procedures, reinstatement procedures, collections procedures.

Maintenance of active and closed citations

File and close out boating and fishing infractions after full payment received. Prepare FWC dispositions for mailing

Answer questions regarding status of license.

Instruct defendant about Defensive Driving Courses.

Explain infractions, extensions and options

Correspond in person, by telephone, US mail or e mail and docket interactions via electronic case file

Maintenance of DHSMV to including clearing holds on license, D6, and running driving records

Run driving records for other departments as requested

Prepare requisitions for finance department on overpayments, restitutions and refunds

Process payments (traffic and criminal) from collection agencies

COURT:

Set up infraction hearings

Prepare docket for infraction hearings.

Prepare cases for Judge to include citation, driving record, statute, and any correspondence from the defendant or attorney.

Prepare any witness subpoena for officers or defendants that have paid the appropriate fees.

Send out court notices to law enforcement officers and defendants for mandatory court appearances

Document all court actions during traffic infraction and animal control hearings

Docket sentencing and provide payment options to defendants.

Forward all motions and correspondence to Judge regarding traffic infractions

Assist defendants with Motions and or community service hours

Correspond with defendants regarding the Judge's rulings

Process community service (payment in lieu of performing hours) for traffic infractions and criminal cases, as approved by Judge

Prepare infractions and criminal accounts for referral to collection agency

Processes, copy and distribute applicable court documentation to appropriate parties and agencies.

DAILY REPORTS

Internet Credit Card Payments

Cash, Credit Card, Checks Receipts for Traffic and Criminal.

Routinely run and correct (TCATS) external/internal

MONTHLY REPORTS

Prepare and update monthly statistical information for traffic and boating infractions, background searches, and court hours

RESEARCH

Conducts research and provides accurate information regarding files to assure compliance with laws and regulations.

CLERK OF COURT WEB SITE TRAFFIC

Maintain liaison with Clerk Information Technology

To include information regarding infractions and prices changes as applicable.

Maintain correspondences between Clerk, Judges and Attorneys

Maintain job procedural manuals.

Additional duties & responsibilities:

Communicate with coworkers, management, staff, the general public and others in a courteous and professional manner.

Consistent and punctual attendance as required within the policy of the Clerk of Courts office.

Conform with and abide by all regulations, policies, work procedures and instructions.

Respond promptly when returning telephone calls and replying to faxes, e mail and US mail.

Act, dress, and behave in a professional manner to reflect a positive image of the Clerk's Office.

Provide high quality customer service to all internal and external customers.

Maintain a positive work attitude.

Create, order and stock forms.

Licensure or Certification Requirements:

Valid Florida Driver License

Knowledge, Skills and Abilities:

Excellent oral and written communication skills

Effective listening skills

Strong organization and planning skills

Ability to work effectively with all levels of personnel with tact and diplomacy

Compose and distribute correspondence. Effectively use English, spelling, grammar and punctuation.

Ability to interpret a variety of instructions furnished in oral, written, diagram or schedule form

Research, interpret and apply applicable laws, rules, regulations associated with Florida Statutes and Florida Administrative Code

Ability to read and interpret documents such as court pleadings, procedure manuals and maintenance instructions

Ability to function in a fast paced, multi-task, court environment

Knowledge of technology applications relevant to a legal/court environment

Other Skills and Abilities:

Use standard office practices, procedures and equipment. The ability to establish and maintain effective working relationships with other employees, county/state agencies, judges, attorneys and the general public. Must be able to operate a variety of office equipment, including computer keyboard, printer, fax machine, copying machine, postage machine, document scanner, etc.

This position requires the ability to work with a personal computer in a Windows environment. The ability to utilize word processing such as Microsoft Word is necessary. The ability to utilize Microsoft Excel is helpful.