

TRAFFIC AND RECORDING DEPARTMENT ASSISTANT

PHONES: Primary answering and directing of all incoming calls for Clerk's Office.

MARRIAGE LICENSES-Schedules all appointments, prepares all documents as needed for marriage application. Provides copies as needed to parties post ceremony.

TRAFFIC- Shares filing and maintenance all Traffic cases. Receipt all traffic fines and make proper disposition of Traffic cases. Process D-6 for failure to pay. Provide Traffic Hearing forms as needed to the public. Assist in balancing morning reports and reconciliation of bank deposits. Assist with entry and processing of new tickets. Responsible for end of day reporting and "settle-up" functions as needed.

COLLECTIONS-Maintains accurate and current records regarding late payers. Sends all correspondence to non-payers and Court Collections. Maintains accurate spreadsheet to reflect the current late/suspended cases.

RECORDING-Shares Recording responsibilities to assist with recording, indexing and scanning of documents presented to the department. Assists with requests for official records documents including internet orders. Retrieves reporting from copier. Acts as a backup to prepare monthly billing statements for outside vendors that have made copies. Acts as a backup to fulfill orders for CD's as requested by the public. Responsible for end of day reporting and "settle-up" functions as needed.

PASSPORTS-Assists public with the accurate preparation of their passport applications and all correspondence with the passport agency.

PUBLIC-Assists public at the counter as well as by telephone. Shares responsibility with other Traffic/Recording Clerks to answer the phone, but by default is the main phone operator for the department and is responsible for answering and directing that majority of incoming phone calls.

REPORTING-Prepares and transmits the marriage license reporting to the Bureau of Vital Statistics monthly.

MAIL-Opens and distributes the mail daily to the proper departments. Adds postage as needed to all outgoing mail.

BANK DEPOSITS-Shares responsibility of electronically processing and depositing checks for Court, Recording and Traffic as needed daily as well as securing regular deposits in the bank bag.

JURY-Assist with all jury functions such as jury excusals, mailing, summoning and check in on jury day. May also attend court as needed.

OFFICE ERRANDS- backup for office errands including bank and post office as needed.

Please bring a completed application and resume to the Clerk's Office Traffic and Recording Department.

ALL OTHER DUTIES OR RESPONSIBILITIES THAT MAY BE ASSIGNED BY CLERK OR IMMEDIATE SUPERVISOR.

Offers of employment are contingent upon the successful completion of an FDLE background check, a physical, a drug screen and confirmation of eligibility to hire by the Florida Division of Retirement.

Holmes County is a Drug-Free Workplace and an Equal Opportunity Employer.