

COURT RECORDS SUPERVISOR

Job Code	Pay Grade
18686	CL14

Nature of Work

This is clerical supervisory work with delegated administrative responsibility. Area of assignment could be any of the court related departments under the Clerk of the Circuit Court. An employee in this class plans, assigns, monitors, and reviews the work of a moderate to large staff of lead worker(s) and clerical employees. Employees in this class are responsible for department performance of the assigned supervisory or technical activities, in accordance with the Florida Statutes, Rules of Court and relevant regulations. Independent work decisions are made based on experience and knowledge of departmental operations as well as laws, rules and regulations governing retention of court-related records. More difficult policy, procedural or legal questions are referred to management.

Minimum Qualification Requirements

- Associate's Degree in Business and Management or a related field and 3 years experience in legal or court related work, governmental accounting, or record keeping as a teller or a cashier, 1 year of which should include supervisory or leadership experience or training; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, assigns, monitors and reviews the work of lead worker(s) and clerical employees; evaluates and documents performance of subordinate personnel.
- Establishes goals and priorities for the work group while striving to minimize time and costs.
- Directs the collection, receipt and disbursement of monies, through a computerized cash register and/or lock box operation.
- May assist in opening, closing, balancing, verifying cash and preparing bank deposits.
- Responds to inquiries and requests for information from attorneys, litigants, the court, and the general public.
- Trains personnel in concert with department management.
- Works closely with staff to resolve complex problems and substitutes for subordinates as needed.
- May prepare and process departmental payroll.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the Florida Statutes, Rules of Court, Office Wide Policies and Procedures, departmental procedures, Personnel Rules and other legal authorities pertinent to the area of assignment.
- Knowledge of the principles of cashiering, governmental accounting and record keeping procedures, depending on area of assignment.
- Knowledge of legal terminology, grammar, spelling and math.
- Knowledge of automated office procedures and practices.
- Knowledge of the principles of office management and supervision.
- Skilled in the operation of automated office equipment.
- Ability to speak in public and conduct sectional meetings.
- Ability to coach, counsel and assist employees to overcome job problems or performance deficiencies.

COURT RECORDS SUPERVISOR (continued)

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Knowledge, Skills, and Abilities (continued)

- Ability to make sound decisions in accordance with laws and regulations and apply decision to work situation.
- Ability to train and supervise subordinate employees.
- Ability to maintain public relations in an effective, tactful and courteous manner.
- Ability to communicate information both orally and in writing.
- Ability to type with reasonable speed and accuracy.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified/Excluded