

RECORDS SPECIALIST SUPERVISOR

Job Code	Pay Grade
18710	CL14

Nature of Work

This is clerical supervisory work with delegated administrative responsibility. Areas of assignment could be any of the 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 subordinate lead worker(s) and clerical employees. Employees in this class are held responsible for the proper performance of the assigned supervisory or technical activities of the department in accordance with the Florida Statutes, Rules of Court and regulations. Independent work decisions are made based on experience and knowledge of departmental operations as well as laws, rules and regulations governing Court/Board of County Commissioners related records, recording services or records management. The more difficult policy, procedural or legal questions are referred to management for decisions.

Minimum Qualification Requirements

- Associate's Degree in Business or Public Administration, Accounting or a related field and 3 years experience in Legal or Court/Board of County Commissioners related work, records management, governmental accounting or as a teller or a cashier depending on area of assignment; 1 year of which should include supervisory or leadership experience preferably in the Clerk's Office; 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 the 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 a lock box operation.
- May assist in opening, closing, balancing, verifying cash and preparing deposits.
- Provides information and services to the general public, other related departments and/or attorneys to answer inquiries or resolve complaints.
- Trains personnel in coordination with department management.
- May receive and accept for filing, prepare index and certify various types of legal documents.
- Works closely with staff to resolve the more complex problems and may fill in for subordinate staff 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 cashing, 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.

RECORDS SPECIALIST SUPERVISOR (continued)

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Knowledge, Skills, and Abilities (continued)

- Skilled in public speaking and conducting sectional meetings.
- Skilled in coaching, counseling and assisting employees to overcome job problems or performance deficiencies.
- Ability to make sound decisions in accordance with laws and regulations and apply these to work problems.
- Ability to train and supervise the work of subordinate employees.
- Ability to maintain public relations in an effective, tactful and courteous manner.
- Ability to understand and provide 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