

COURT CLERK SUPERVISOR

Job Code	Pay Grade
18742	CL15

Nature of Work

This is specialized clerical work with delegated supervisory responsibility in all court divisions. An employee in this classification identifies staffing requirements for Court sessions in all divisions and provides supervision over assigned subordinate Court Clerks. Duties also include responsibility for the performance of courtroom duties within the established protocol and the processing and maintenance of related legal records. Also included is the initial training of new Court Clerks, providing the opportunity for cross-training for established clerks and for follow-up activity regarding training activities. Individuals in this class are also responsible for administrative duties such as a variety of reports, payroll, and concern for advancement of subordinates under the career ladder. Independent work decisions are made based on experience and knowledge of departmental operation as well as laws, rules and regulations governing court-related records, but the more difficult policy, procedural or legal questions are referred to a superior for decision.

Minimum Qualification Requirements

- 4 years of secretarial/clerical experience in legal or court procedures that includes 2 years performing a wide variety of court activities and tasks using computer applications and software to include trainer, lead worker, supervisor, or supervisory training; or
- Associate's degree or 2 year vocational or technical school with coursework in business practices, business law, finance, accounting or related field and 2 years experience as described above; or
- An equivalent combination of training, education, 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.)

- Identifies staffing requirements for all court divisions and schedules Court Clerks to attend sessions.
- Plans, assigns, and reviews the work of subordinates in conjunction with directives from department management.
- Relieves superior of administrative detail by advising employees of departmental policies and procedures, maintaining correspondence, preparing departmental reports, processing payroll, completing performance reviews and other work as directed.
- Resolves complex or problematic court cases.
- Attends court sessions as necessary either to observe the work of subordinate employees or to function as a Court Clerk.
- Trains and supervises subordinate staff; may include clerical support staff.
- Performs related work as assigned or required.

COURT CLERK SUPERVISOR (continued)

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Knowledge, Skills, and Abilities

- Knowledge of court practices, procedures, and Florida statutes, rules and regulations pertaining to the same.
- Knowledge of business English, spelling and math.
- Knowledge of principles, practices and equipment used in office management, record keeping and reporting.
- Knowledge of personal computers and peripheral equipment, procedures and practices.
- Knowledge of legal terminology.
- Ability to understand and execute complex oral and written instructions.
- Ability to identify needs and supervise the work of subordinate employees.
- Ability to type accurately using a personal computer at a reasonable rate of speed and to maneuver around in the screens using a mouse.

For official use only

Revised	EEOC Code	Overtime Code
12/01	Administrative Support	Classified/Excluded