

ASSISTANT MANAGER, RECORDS MANAGEMENT

Job Code	Pay Grade
18868	150

Nature of Work

This is highly responsible administrative and technical work, assisting with supervision of a centralized Records Management Program for departments under the Clerk of the Circuit Court, Board of County Commissioners, the Independent departments, and the Court Administrator's departments. An employee in this class assists in planning, assigning and reviewing the work of subordinate personnel engaged in forms control, records retention, records storage, records destruction, microfilming services, and imaging services. Responsibility includes assisting and relieving the manager of administrative details. The incumbent is held responsible for independent work decisions, which are made based upon experience and knowledge of departmental operations. The more difficult administrative policy or procedural questions are referred to the manager for decision.

Minimum Qualification Requirements

- 5 years progressive experience, which has included 1 year supervisory experience in a similar environment and organization-wide records and information management functions requiring expansive knowledge of State of Florida public records laws and State of Florida and Judiciary statutes, regulations, and procedures; or
- Associate's degree in public administration, business administration, or related field and 3 years progressive experience as described above; or
- An equivalent combination of education, training, and/or experience

Appointing Authority May Also Require

- Florida Driver License's 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.
- Experience in the operation, repair and maintenance of micrographic and imaging equipment.
- Other highly desirable knowledge, skills, abilities and credentials relevant to the position.

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

- Assists with planning, designing and directing procedures necessary for the implementation of laws, rules, and regulations governing Records Management and related functions.
- Responsible for assisting with the administration of Personnel Rules and Regulations, including performance reviews and standards and internal policies and procedures.
- Assists in designing and preparing reports, programs, and correspondence, including budget preparation and training.
- Responsible for the maintenance of a large number of Court and Board of County Commissioner records entailing complex procedures.
- Initiates and develops special projects as directed by the Manager, Records Management, the Director, or the Executive Director of the Court & Operational Services Division.
- Assists in planning, assigning and reviewing the work of subordinate technical and clerical employees; trains personnel in equipment operations and procedures.
- Reviews the operation of a variety of micrographic and processing equipment used in a microfilming operation.
- Reviews the operation of a variety of electronic imaging equipment used in a document imaging operation.
- Assists in establishing priorities of work orders in order to ensure the most economical use of equipment and personnel.
- Assists in supervising records storage centers, including the destruction of records and forms.
- Provides records management training to all user departments and agencies.
- Maintains accurate inventories of equipment and supplies.
- Administers equipment maintenance programs and schedules adjustments and repairs as required.
- Reviews completed work for adherence to quality standards and departmental goals.

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Illustrative Tasks (continued)

- Assists in gathering data for budget preparation and prepares departmental reports.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of laws and rules of procedure related to Records Management, including inventory, retention and destruction.
- Knowledge of the principles of office management and supervision.
- Knowledge of a variety of document imaging, micrographic and duplicating equipment.
- Ability to operate, repair and maintain micrographic and imaging equipment.
- Ability to plan, categorize and classify current records in order to develop accurate record retention schedules and inventories.
- Ability to plan, organize and supervise the work of the Records Management staff.
- Ability to provide information clearly and concisely, both orally and in writing.

For official use only

Revised	EEOC Code	Overtime Code
6/15	Officials & Managers	Exempt