

## ASSISTANT MANAGER, RECORDING SERVICES

Job Code	Pay Grade
18888	150

### Nature of Work

This is supervisory and administrative work assisting in directing the operations of the Recording Services Department of the Clerk of the Circuit Court. An employee in this class plans, assigns and reviews the work of subordinate supervisory and clerical employees. Work also involves assisting an administrative superior by handling management details and by performing highly specialized and technical activities in the operation of the Recording Services Department, which includes Recording, Index, Marriage and Passports, and Tax Deed/Official Records sections. An employee in this class makes independent work decisions, but refers the more difficult policy or procedural questions to a superior for decision. Work is assigned through conferences with the Manager of the Recording Services Department.

### Minimum Qualification Requirements

- Bachelor's degree in public administration, business administration or a related field, and 2 years office administrative experience which has included supervisory training or experience using recording and tax deed statutory guidelines; 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 and reviews the work of subordinate supervisory and clerical employees; trains new staff.
- Assists in administering and interpreting policies and procedures as related to the operation of the Recording Services Department; advises employees of same.
- Assists in the preparation of the annual budget; personnel matters and departmental planning; prepares departmental reports.
- Monitors policy changes affecting the work of the office and instructs personnel accordingly.
- Maintains public contact with other county departments and outside agencies.
- Assists in the planning, administering, and review of projects.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of the legal and procedural requirement of recording of public records.
- Knowledge of indexing procedures by using data entry and verification equipment.
- Ability to plan, organize and supervise the work of supervisory and clerical employees.
- Ability to apply computer applications and software.
- Ability to make decisions.
- Ability to develop office work procedures.
- Ability to analyze and solve administrative problems.

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Revised	EEOC Code	Overtime Code
3/09	Officials & Managers	Exempt