

MANAGER, RECORDING SERVICES

Job Code	Pay Grade
18890	150

Nature of Work

This is supervisory and administrative work directing the Recording Services Department of the Office of the Clerk of the Circuit Court. An employee in this classification plans, assigns and reviews the work of supervisory and clerical employees in Recording, Index, Tax Deed/Official Records and Marriage/Passports sections. The employee is responsible for the proper performance of all supervisory and technical activities of the units. Work requires making independent work decisions along with interpretations of policies and procedures. The incumbent reports to the Director, Operational Services.

Minimum Qualification Requirements

- Bachelor's degree in business, accounting, finance, management or public administration or a related field and 3 years of experience in the administration of 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.)

- Organizes, directs and coordinates the Recording Services Department.
- Plans, assigns and reviews the work of supervisory and clerical employees; conducts performance reviews and trains new personnel.
- Assembles data and prepares the annual budget.
- Reviews reports from department supervisors and makes appropriate decisions or recommendations.
- 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 requirements of recording of public records.
- Knowledge of indexing procedures by using data entry and verification equipment.
- Ability to apply computer applications and software.
- Ability to plan, organize and supervise the work of supervisory and clerical employees.
- Ability to make decisions.
- Ability to develop office work procedures.
- Ability to analyze and solve administrative problems.

For official use only

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