

ASSISTANT MANAGER, BRANCH OFFICE

Job Code	Pay Grade
18960	150

Nature of Work

This is supervisory and administrative work assisting in directing the operations of a branch office 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 branch office which includes handling a variety of activities such as Circuit Court, County Court, Traffic Court, Recording and Probate functions. 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, Branch Office or designee.

Minimum Qualification Requirements

- Bachelor's degree in public administration, business administration or a related field and 2 years office administrative experience in combination with court records experience that includes supervisory experience or training; 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 a branch office; advises employees of same.
- Assists in the preparation of the annual budget, personnel matters and departmental planning; prepares departmental reports.
- Assists in the maintenance of a large number of court records entailing complex procedures.
- Monitors policy changes affecting the work of the office and instructs personnel accordingly.
- Confers with the general public, judges, attorneys, Sheriff's Department and others regarding information necessary to expedite the operation of the branch office.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of public administration practices and procedures.
- Knowledge of all court practices, procedures and legal requirements as related to departmental operation.
- Knowledge of modern office equipment, practices and procedures.
- Knowledge of business English, spelling and arithmetic.
- Ability to apply computer applications and software.
- Ability to supervise the work of subordinate supervisory and clerical staff.
- Ability to develop effective office procedures and training programs.
- Ability to prepare operating and statistical tabulations and reports.
- Ability to present oral and written comments and recommendations clearly and concisely.

For official use only

Revised	EEOC Code	Overtime Code
4/09	Officials & Managers	Exempt