

## MANAGER, BRANCH OFFICE

Job Code	Pay Grade
18970	150

### Nature of Work

This is highly responsible supervisory and administrative work directing all activities of a branch facility of the Clerk of the Circuit Court. An employee in this class plans, assigns and supervises the work of subordinate supervisory and clerical employees involved in the performance of complex and technical customer service activities. The employee is involved in designing procedures for operational planning and must have extensive legal knowledge of the operation of a branch facility which may include Circuit Court, Probate functions, Traffic Court functions and Recording functions. An employee in this classification exercises considerable independence of judgment and actions in managing the operations of a branch office. Work is performed under the general supervision of a Director, Court & Operational Services Division.

### Minimum Qualification Requirements

- Bachelor's degree in public administration, business administration or a related field and 3 years office administrative experience in combination with court records experience that includes 1 year supervisory or lead worker experience; 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.)

- Directs the operation of various and diverse functions of the Clerk's Office implemented at a branch facility which may include Circuit Court and County Court, Probate, Traffic Court and Recording functions.
- Plans, assigns and reviews the work of subordinate supervisory and clerical employees; conducts performance reviews; trains new personnel.
- Provides information and services to the general public, and responds to inquiries and requests from attorneys, litigants, and the court.
- Responsible for planning, designing and directing the procedures necessary for the operation of a branch office.
- Responsible for the interpretation of laws, rules and regulations regarding Circuit and County Court, Probate, Traffic and Recording functions.
- Initiates and develops special projects as directed by a supervisor.
- Maintains accurate inventories of equipment and supplies.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of public administration practices and procedures.
- Knowledge of modern office equipment, practices and procedures.
- Knowledge of court regulations and practices.
- Knowledge and ability to apply sound customer service practices.
- Ability to apply computer applications and software.
- Ability to plan, organize, direct, and supervise the work of a staff of subordinate supervisory and clerical employees.
- Ability to interpret laws, rules and regulations as they apply to the operation of a branch office.
- Ability to present oral and written comments and recommendations clearly, and concisely.

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Revised	EEOC Code	Overtime Code
8/09	Officials & Managers	Exempt