

ASSISTANT MANAGER, CIRCUIT CIVIL COURT RECORDS

Job Code	Pay Grade
19024	150

Nature of Work

This is highly responsible supervisory work with extensive administrative and management responsibility in assisting the manager in directing all activities necessary for the effective operation of the Circuit Civil Court Records Department in the Office of the Clerk of the Circuit Court. Work involves operational planning and designing of procedures and the direction of a large number of subordinate supervisory personnel and clerical employees engaged in the performance of complex and technical activities. At this level, an employee must have extensive legal knowledge of Circuit Civil and Family Law Courts, and exercise considerable independence of judgment and actions. Work is performed under the general supervision of the Manager of the Circuit Civil Court Records Department or designee.

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.)

- Assists in planning, assigning and reviewing the work of subordinate supervisory personnel and clerical employees engaged in the performance of complex procedures relating to functions and records of the Circuit Civil Court Records Department.
- Assists in planning, designing and directing procedures necessary for implementation of laws, rules, and regulations governing County Civil and Family Law Courts and related functions.
- Assists in the administration of Personnel Rules and Regulations including performance reviews and standards and internal policies and procedures.
- Assists in the design and preparation of reports, programs, and correspondence including budget preparation and training.
- Responsible for the maintenance of a large number of Circuit Civil and Family Law Court records entailing complex procedures.
- Assists in the formulation of special projects directed by the Director, Court & Operational Services Division.
- Maintains a liaison with judges, adjunct agencies, law enforcement agencies, attorneys, and others in expediting the operation of the Circuit Civil Court Records Department.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of all court practices and procedures, and legal requirements as related to departmental operation.
- Knowledge of the administrative and procedural regulations applicable to the organization of assignment.
- Knowledge of modern office equipment, practices and procedures.
- Knowledge of the methods used in conducting statistical surveys and the preparation of reports.

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Knowledge, Skills, and Abilities (continued)

- Ability to apply computer applications and software.
- Ability to plan, organize, direct, and supervise the work of a large staff of subordinate supervisory personnel and clerical employees in a manner conducive to full performance and high morale.
- Ability to interpret laws, rules and regulations regarding Circuit Civil and Family Law cases.
- Ability to promote and maintain effective departmental and public working relationships.
- 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