

ASSISTANT MANAGER, PROBATE RECORDS

Job Code	Pay Grade
19050	150

Nature of Work

This is highly responsible supervisory and administrative work with responsibility for administering and interpreting policies and procedures as related to probate, guardianship and mental health. Work involves planning, assigning and reviewing the work of subordinate supervisory and clerical employees. Work also involves assisting administrative superior by handling management details and/or by performing highly specialized and technical activities in the Probate Division. An employee in this class is held responsible for the proper performance of the assigned supervisory and technical activities and makes independent work decisions, but refers the more difficult technical policy or procedural questions to a superior for decision. Work is assigned and reviewed through conferences with the Manager, Probate Records and by observations of the effectiveness of the work program.

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 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.)

- Plans, assigns and reviews the work of subordinate supervisory and clerical employees engaged in complex procedures relating to probate, guardianship and mental health.
- Responsible for administering and interpreting policies and procedures as related to probate, guardianship and mental health.
- Advises employees of departmental policies and procedures and prepares departmental reports.
- Assists in the preparation of the annual budget, personnel matters and departmental planning.
- Designs and conducts training programs for the Probate Department staff.
- Reviews new cases to determine whether pleadings meet court requirements.
- Assists in the maintenance of a large number of court records entailing complex procedures.
- Coordinates computer activities with data processing personnel.
- Confers with the general public, judges, attorneys and trust officers regarding probate and guardianship procedures.
- 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 modern methods and procedures applicable to public administration.
- Knowledge of the administrative and procedural regulations applicable to the organization of assignment.
- Ability to apply computer applications and software.
- Ability to plan, assign, coordinate, and supervise the work of subordinate supervisory and clerical staff in a manner conducive to full performance and high morale.
- Ability to develop effective office procedures and training programs.

ASSISTANT MANAGER, PROBATE RECORDS (continued)

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Knowledge, Skills, and Abilities (continued)

- Ability to interpret laws, rules and regulations as related to probate guardianship and mental health.
- Ability to prepare operating and statistical tabulations and reports.
- Ability to present oral and written comments and recommendations clearly and concisely.
- Ability to maintain good public working relationships with subordinates, supervisors, and the public.

For official use only

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