

ASSISTANT MANAGER, CRIMINAL COURT RECORDS

Job Code	Pay Grade
19122	150

Nature of Work

This is highly responsible supervisory work with extensive administrative and management responsibility assisting in directing all activities necessary for the effective operation of the Criminal Court Records Department, 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 criminal and traffic and juvenile laws with an ability to exercise considerable independence of judgment and actions. Work is performed under the general supervision of the Manager, Criminal Court Records.

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 Criminal Court Records department.
- Assists in planning, designing and directing procedures necessary for implementation of laws, rules, and regulations governing Circuit, County Juvenile and Traffic 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 criminal and civil court records entailing complex procedures.
- Assists in the formulation of special projects as directed by the Manager or Directors, Court & Operational Services Division.
- Maintains a liaison with judges, state attorney, public defender, law enforcement agencies, attorneys, and others in expediting the operation of the departments.
- 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 interpret laws, rules or regulations regarding criminal and civil cases.
- Ability to promote and maintain effective departmental and public working relationships.
- Ability to present oral and written comments and recommendations fairly and concisely.

For official use only

Revised	EEOC Code	Overtime Code
8/11	Officials & Managers	Exempt