

EXECUTIVE DIRECTOR, COURT & OPERATIONAL SERVICES DIVISION

Job Code	Pay Grade
19498	150

Nature of Work

This is highly responsible professional work involving the directing of the Court and Operational Services Division of the Office of the Clerk of the Circuit Court. This position involves directing and guiding the work of directors who are responsible for department heads of assigned areas. At this level, the Executive Director is involved in the establishment of policies and directives for the division in accordance with established laws, rules, and regulations. This position reports to the Clerk of the Circuit Court.

Minimum Qualification Requirements

- Bachelor's and/or advanced degrees in law, public administration, business administration, information management or a related field and up to 5 years administration experience in a field related to court records that includes up to 3 years of responsible supervisory 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.

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 work of directors responsible for the following departments: Criminal Court Records, Clerk's Customer Information Center, Civil, Probate, Juvenile, Traffic, Jury Management, North County Branch Office, South County (Tyrone) Branch Office, St. Petersburg Branch Office, Purchasing and Fixed Assets, Printing & Mail Services, Recording Services and Official Records, and Clerk's Records Management
- Depending upon qualifications, performs legal research and analysis and counsels on issues presented to the Clerk's Office either internally, from the court, or from outside legal and business professionals.
- Depending upon qualifications, coordinates legal strategy with the County Attorney's Office.
- Responsible for oversight of the overall budgets for the division, including the following budgets; Court, Board, Recording and Modernization Trust Funds.
- Responsible for the establishment of policies and directives for operational planning in accordance with established laws, rules and regulations governing the courts and the operational departments of the office.
- Reviews reports from directors and makes appropriate recommendations to the Chief Deputy Director.
- Assists in the formulation and direction of special projects as required.
- Maintains close contact with the courts, attorneys, adjunct agencies, other county departments and statewide organizations.
- Responsible for the interpretation of laws and rules, including Personnel rules and regulations.
- Directs the work of Clerk's Project Management office.

Knowledge, Skills, and Abilities

Knowledge of management principles.

Knowledge of the laws, rules and regulations governing the courts.

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Knowledge, Skills, and Abilities (continued)

- Knowledge of records and information management principles and public records.
- Knowledge of modern methods and procedures applicable to public administration.
- Knowledge of budgeting principles.
- Knowledge of the methods used in making statistical surveys and the preparation of reports.
- Ability to lend assistance to the directors to solve administrative problems and render advice and assistance on same.
- Ability to apply computer applications and software.
- Ability to present oral and written comments and recommendations, clearly and concisely.
- Ability to make sound independent decisions.
- Ability to maintain good working relationships with staff and the public.
- Ability to conduct investigations and to prepare accurate analysis for reporting purposes

For official use only

Re-instated	EEOC Code	Overtime Code
03/16	Officials & Managers	Exempt