

ASSISTANT MANAGER, CCC

Job Code	Pay Grade
18896	150

Nature of Work

This is highly responsible supervisory and administrative work assisting in directing the operations of a departmental office of the Clerk of the Circuit Court (CCC). Work involves operational planning, creation and implementation of procedures and providing directions to supervisory and clerical employees engaged in the performance of a broad range of CCC services, functions and tasks. Work involves assisting in responsibility for the organization, management and coordination of the day-to-day operations. The incumbent performs detailed tasks that are highly specialized and technical in nature requiring collaborations with managers as well as independent decision making. The incumbent in this class is responsible for making important procedural and operational recommendations to management to ensure maximum efficiency. Essential position tasks are described below, however, not all of the unique position specific tasks are described herein. Work is performed under the general supervision of a department Director, senior manager, or designee.

Minimum Qualification Requirements

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration or a related field and two years of office administrative experience which has included supervisory experience or;
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Assignment to work a variety of work schedules and/or department locations as needed; including compulsory work periods in special, emergency, and/or disaster situations as required.
- Other highly desirable knowledge, skills, abilities and credentials relevant to the position.

Illustrative Tasks (These are examples and are not all inclusive)

- Plans, assigns and reviews the work of subordinate supervisory and clerical employees; trains new staff.
- Monitors the annual budget, personnel matters and departmental planning; prepares department reports.
- Analyzes, reviews and evaluates completed work and organizational performance for adherence to quality standards and departmental goals.
- Maintains a large number of records entailing complex procedures.
- Administers Personnel Rules and Regulations including reviewing performance of supervisory staff and any internal policies and procedures.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of public administration practices and procedures.
- Knowledge of all court department practices, procedures and legal requirements as related to departmental operation.
- Ability to plan, organize and supervise the work of subordinate supervisory and clerical staff.
- Ability to develop effective office procedures and training programs
- Ability to prepare departmental operating reports as needed
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- Ability to prepare operating and statistical tabulations and reports.
- Ability to present oral and written comments and recommendations clearly and concisely.

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Created	EEOC Code	Overtime Code
11/18	Professionals	Exempt