

# MANAGER, PROBATE RECORDS

<b>Job Code</b>	<b>Pay Grade</b>
<b>19060</b>	<b>150</b>

## **Nature of Work**

This is highly responsible supervisory work with extensive administrative and management responsibility in directing all activities necessary for the effective operation of the Probate Department of the Office of the Clerk of the Circuit Court. Work involves planning, assigning, reviewing and directing the work of subordinate supervisory and clerical employees involved in the performance of complex and technical activities. At this level, an employee is involved in designing procedures for operational planning and must have extensive legal knowledge of the laws, rules and regulations relating to probate guardianship and mental health. An employee in this classification exercises considerable independence of judgment and actions in enforcing the Probate code. Work is performed under the general supervision of the Director, Court & Operational Services Division.

## **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.)**

- Responsible for the organization, direction and coordination of the Probate Department of the Office of the Clerk of the Circuit Court.
- Plans, assigns and reviews the work of subordinate supervisory and clerical employees engaged in the performance of complex procedures relating to probate guardianship and mental health.
- Responsible for the interpretation of laws, rules and regulations regarding probate, guardianship and mental health cases.
- Assists Probate Judges in enforcing Administrative Orders and makes independent decisions in the enforcement of the Probate Code.
- Confers and reviews Probate procedures with judges, attorneys, trust officers, and the general public regarding probate policies and procedures.
- Reviews all new cases to determine whether pleadings meet court requirements.
- Responsible for the maintenance of a large number of court records entailing complex procedures.
- Responsible for planning, designing and directing the procedures necessary for the implementation of laws, rules and regulations governing Probate Courts and related functions.
- Initiates and develops special projects as directed by the Director, Court & Operational Services Division.
- Responsible for the administration of personnel rules and regulations including the performance reviews and standards.
- Responsible for the preparation of the department's annual budget.
- Responsible for the design and administration of training programs for the Probate Department staff.
- Prepares departmental reports, as needed.
- Performs related work as assigned or required.

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## Knowledge, Skills, and Abilities

- Knowledge of court practices and procedures, and legal requirements as related to departmental operation.
- Knowledge of administrative and procedural regulations applicable to the organization of assignment.
- Knowledge of modern methods and procedures applicable to public administration.
- Knowledge of the methods used in conducting statistical surveys and the preparation of reports.
- Ability to apply computer applications and software.
- Ability to plan, organize, direct and supervise the work of a large staff of subordinate supervisory and clerical employees in a manner conducive to full performance and high morale.
- Ability to interpret laws, rules and regulations regarding probate, guardianship and mental health cases.
- Ability to promote and maintain effective departmental and public working relationships.
- Ability to present oral and written comments and recommendations clearly and concisely.

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