

# **CHIEF DEPUTY DIRECTOR/GENERAL COUNSEL, COURT & OPERATIONAL SERVICES**

<b>Job Code</b>	<b>Pay Grade</b>
<b>19499</b>	<b>150</b>

## **Nature of Work**

This is highly responsible professional work assisting the Clerk of the Circuit Court in carrying out the activities necessary for the effective and efficient performance of the multiplicity of functions assigned to that office. The Chief Deputy has the responsibility for the administration of all activities in the Court and Operational Services Division, the Clerk's Administrative Office, and the Clerk's training programs. As General Counsel for the office, the Chief Deputy is responsible for the management of all legal issues arising in all Divisions and for coordination of litigation strategies. This position works with a high degree of independence and must be extremely well versed in established laws, rules, regulations and procedures.

## **Minimum Qualification Requirements**

- Bachelor's and/or advanced degrees in law, public administration, business administration, information management or a related field and 8 years administration experience in a field related to court records that includes 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.

## **Illustrative Tasks (These are examples and are not all inclusive.)**

- Assists the Clerk in the overall office planning and the implementation of organizational changes. Directs the implementation of such changes as they are established.
- Reviews all new laws, draft Administrative Orders and proposed rule changes for policy implementation.
- Assists with all legal matters affecting the office, including legal research and court appearances on the Clerk's behalf.
- Assists the Clerk of the Circuit Court in the establishment of policies and directives for operational planning in accordance with established laws, rules and regulations governing the courts and operational functions of the Clerk's Office.
- Handles all public inquiries regarding interpretation of office policy or court file review. Resolves legal issues presented by attorneys, Judiciary or the public.
- Leads and directs the work of the Executive Director of the Court and Operational Services Division.
- Provides oversight over the Clerk's annual office budgets.
- Makes presentations to groups and organizations on the Clerk's behalf.
- Represents the Clerk of the Circuit Court in his absence.
- Plans strategic direction of the Clerk's technology initiatives.
- Directs outreach efforts for the office.
- Directs the operation of the Clerk's Administrative Office.
- Directs overall training programs.
- Directs all efforts of the Legal Assistance Project.
- Performs related work as required.

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COURT & OPERATIONAL SERVICES (continued)**

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**Knowledge, Skills and Abilities**

- Extensive knowledge of the laws, rules, regulations and procedures governing the filing and recording of legal instruments relating to court actions and other legal processes; the clerical procedures relative to the operation of the entire circuit and county court system; a thorough knowledge of office principles, practices and equipment; and a knowledge of accounting principles and procedures.
- Extensive knowledge of management and leadership principles.
- Ability to apply computer applications and software.
- Ability to plan, organize and direct the organization; ability to prepare, present and review statements and reports; ability to establish and maintain effective working relationships with employees and the public and to assist in the maintenance of high morale involving the entire staff.

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Revised	EEOC Code	Overtime Code
8/09	Officials & Managers	Exempt