



Court Records Supervisor

Category: Classified/Excluded
Pay Grade: C22
Job Code: 18686

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is clerical supervisory work with delegated administrative responsibility. Area of assignment could be any of the court related departments under the Clerk of the Circuit Court. An employee in this class plans, assigns, monitors, and reviews the work of a moderate to large staff of lead worker(s) and clerical employees. Employees in this class are responsible for department performance of the assigned supervisory or technical activities, in accordance with the Florida Statutes, Rules of Court and relevant regulations. Independent work decisions are made based on experience and knowledge of departmental operations as well as laws, rules and regulations governing retention of court-related records. More difficult policy, procedural or legal questions are referred to management.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, assigns, monitors and reviews the work of lead worker(s) and clerical employees; evaluates and documents performance of subordinate personnel;
- Establishes goals and priorities for the work group while striving to minimize time and costs;
- Directs the collection, receipt and disbursement of monies, through a computerized cash register and lock box operation;
- Assists in opening, closing, balancing, verifying cash and preparing bank deposits;
- Responds to inquiries and requests for information from attorneys, litigants, the court, and the public;
- Performs regression testing for the Odyssey system;
- Trains personnel in concert with department management;
- Works closely with staff to resolve complex problems and substitutes for subordinates as needed;
- Attends department meetings to discuss new procedures, enhancements and new ideas;
- Prepares and processes departmental payroll;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate's Degree in Business and Management or a related field and three (3) years of experience in legal or court related work, governmental accounting, or record keeping as a teller or a cashier, one (1) year of which should include supervisory or leadership experience or training; or an equivalent combination of education, training and/or experience.

Special Qualifications (May be required depending on area of assignment):

- 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 required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the Florida Statutes, Rules of Court, Office Wide Policies and Procedures, departmental procedures, Personnel Rules and other legal authorities pertinent to the area of assignment;
- Knowledge of the principles of cashiering, governmental accounting and record keeping procedures, depending on area of assignment;
- Knowledge of legal terminology, grammar, spelling and math;
- Knowledge of automated office procedures and practices;
- Knowledge of the principles of office management and supervision;
- Skill in the operation of automated office equipment;
- Ability to speak in public and conduct sectional meetings;
- Ability to coach, counsel and assist employees to overcome job problems or performance deficiencies;
- Ability to make sound decisions in accordance with laws and regulations and apply decision to work situation;
- Ability to train and supervise subordinate employees;
- Ability to maintain public relations in an effective, tactful and courteous manner;
- Ability to communicate information both orally and in writing;
- Ability to type with reasonable speed and accuracy.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Visual Acuity:** Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.