



## **Records Specialist Supervisor**

**Category:** Classified/Excluded  
**Pay Grade:** C22  
**Job Code:** 18710

*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. Areas of assignment could be any of the 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 subordinate lead worker(s) and clerical employees. Employees in this class are held responsible for the proper performance of the assigned supervisory or technical activities of the department in accordance with the Florida Statutes, Rules of Court and regulations. Independent work decisions are made based on experience and knowledge of departmental operations as well as laws, rules and regulations governing Court/Board of County Commissioners related records, recording services or records management. The more difficult policy, procedural or legal questions are referred to management for decisions.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Plans, assigns, monitors and reviews the work of lead worker(s) and clerical employees; evaluates and documents the 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/or a lock box operation;
- May assist in opening, closing, balancing, verifying cash and preparing deposits;
- Provides information and services to the general public, other related departments and/or attorneys to answer inquiries or resolve complaints;
- Trains personnel in coordination with department management;
- May receive and accept for filing, prepare index and certify various types of legal documents
- Works closely with staff to resolve the more complex problems and may fill in for subordinate staff as needed;
- May prepare and process departmental payroll;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Associate's Degree in Business or Public Administration, Accounting or a related field and 3 years' experience in Legal or Court/Board of County Commissioners related work, records management, governmental accounting or as a teller or a cashier depending on area of assignment; 1 year of which should include supervisory or leadership experience preferably in the Clerk's Office; 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 knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Skilled in public speaking and conducting sectional meetings.
- Skilled in coaching, counseling and assisting employees to overcome job problems or performance deficiencies.
- Ability to make sound decisions in accordance with laws and regulations and apply these to work problems.
- Ability to train and supervise the work of subordinate employees.
- Ability to maintain public relations in an effective, tactful and courteous manner.
- Ability to understand and provide information both orally and in writing.
- Ability to type with reasonable speed and accuracy.

**PHYSICAL/MENTAL DEMANDS**

This work 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:

- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- 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.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

**WORKING CONDITIONS**

Work is performed in a relatively safe, secure, and stable work environment.