



Court Clerk Supervisor

Category: Classified/Excluded
Pay Grade: C23
Job Code: 18742

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 specialized clerical work with delegated supervisory responsibility in all court divisions. An employee in this classification identifies staffing requirements for Court sessions in all divisions and provides supervision over assigned subordinate Court Clerks. Duties also include responsibility for the performance of courtroom duties within the established protocol and the processing and maintenance of related legal records. Also included is the initial training of new Court Clerks, providing the opportunity for cross-training for established clerks and for follow-up activity regarding training activities. Individuals in this class are also responsible for administrative duties such as a variety of reports, payroll, and concern for advancement of subordinates under the career ladder. Independent work decisions are made based on experience and knowledge of departmental operation as well as laws, rules and regulations governing court related records, but the more difficult policy, procedural or legal questions are referred to a superior for decision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Identifies staffing requirements for all court divisions and schedules Court Clerks to attend sessions;
- Plans, assigns, and reviews the work of subordinates in conjunction with directives from department management;
- Relieves superior of administrative detail by advising employees of departmental policies and procedures, maintaining correspondence, preparing departmental reports, processing payroll, completing performance reviews and other work as directed;
- Resolves complex or problematic court cases;
- Attends court sessions as necessary either to observe the work of subordinate employees or to function as a Court Clerk;
- Prepares and amends orders to be sent to the Department of Correction via e-portal;
- Creates monthly and quarterly reports and forwards these reports to Court Counsel;
- Trains and supervises subordinate staff; may include clerical support staff;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years of secretarial/clerical experience in legal or court procedures that includes 2 years performing a wide variety of court activities and tasks using computer applications and software to include trainer, lead worker, supervisor, or supervisory training; or Associate's degree or 2 year vocational or technical school with coursework in business practices, business law, finance, accounting or related field and two (2) years of experience as described above; 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 court practices, procedures, and Florida statutes, rules and regulations pertaining to the same;
- Knowledge of business English, spelling and math;
- Knowledge of principles, practices and equipment used in office management, record keeping and reporting;
- Knowledge of personal computers and peripheral equipment, procedures and practices;
- Knowledge of legal terminology;
- Ability to understand and execute complex oral and written instructions;
- Ability to identify needs and supervise the work of subordinate employees; and
- Ability to type accurately using a personal computer at a reasonable rate of speed and to maneuver around in the screens using a mouse.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects. Additionally, the following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- 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 sometimes performed in an environment in which personal errors may lead to significant physical or mental consequences for the incumbent and co-workers.