



Assistant Manager, CCC

Category: Exempt
Pay Grade: 150
Job Code: 18896

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

Performs highly responsible supervisory and administrative work assisting in directing the operations of a departmental office of the Clerk of the Circuit Court (CCC). Work involves operational planning, creation and implementation of procedures and providing directions to supervisory and clerical employees engaged in the performance of a broad range of CCC services, functions and tasks. Work involves assisting in responsibility for the organization, management and coordination of the day-to-day operations. The incumbent performs detailed tasks that are highly specialized and technical in nature requiring collaborations with managers as well as independent decision making. The incumbent in this class is responsible for making important procedural and operational recommendations to management to ensure maximum efficiency. Essential position tasks are described below, however, not all of the unique position specific tasks are described herein. Work is performed under the general supervision of a department Director, senior manager, or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, assigns and reviews the work of subordinate supervisory and clerical employees; trains new staff;
- Monitors the annual budget, personnel matters and departmental planning; prepares department reports;
- Analyzes, reviews and evaluates completed work and organizational performance for adherence to quality standards and departmental goals;
- Maintains a large number of records entailing complex procedures;
- Administers Personnel Rules and Regulations including reviewing performance of supervisory staff and any internal policies and procedures;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration or a related field and two (2) years of office administrative experience which has included supervisory experience or; an equivalent combination of education, training, and/or experience.

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

- Assignment to work a variety of work schedules and/or department locations as needed including compulsory work periods in special, emergency, and/or disaster situations as required.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of public administration practices and procedures;
- Knowledge of all court department practices, procedures and legal requirements as related to departmental operation;
- Ability to plan, organize and supervise the work of subordinate supervisory and clerical staff;

- Ability to develop effective office procedures and training programs;
- Ability to prepare departmental operating reports as needed;
- Ability to develop effective office procedures and training programs;
- Ability to prepare operating and statistical tabulations and reports;
- Ability to present oral and written comments and recommendations clearly and concisely.

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.