



Manager, CCC

Category: Exempt
Pay Grade: 150
Job Code: 19101

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 work with extensive administrative and management responsibility in directing the operations of a departmental office of the Clerk of the Circuit Court. Work involves operational planning and designing of procedures and the direction of subordinate supervisory personnel and clerical employees engaged in a broad range of CCC services, functions and tasks. The incumbent performs complex and technical activities. Work is performed under the general supervision of the Director, Court & Operational Services Division and is reviewed by conferences and by results obtained.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Manages and oversees the organization, direction and coordination of the department;
- Plans, assigns and reviews the work of subordinate supervisory personnel and clerical employees engaged in the performance of complex procedures relating to functions and records of the department;
- Provides and coordinates administrative support to Directors and the Clerk by researching and assembling information, determining priorities and preparing reports with recommendations;
- Reviews, evaluates, analyzes and provides input on systems, procedures and the technology;
- May attend and participate in court proceedings and may serve as an expert witness;
- Interviews and recommends hiring or promotion, completes performance evaluations, disciplines, recommends termination and salary increases of subordinate personnel;
- Serves as departmental liaison with other departments, vendors, customers and consultants on rules, regulations and department policies;
- Plans, designs and directs procedures necessary for implementation of laws, rules, and regulations;
- Administers Personnel Rules and Regulations including standards and internal policies and procedures;
- Designs and prepares reports, programs, and correspondence including budget preparation and training;
- Initiates and develops special projects as directed by the Director, Court & Operational Services Division;
- Maintains a liaison with judges, adjunct agencies, law enforcement agencies, attorneys, business partners, and others in expediting the operation of the office;
- Maintains accurate inventories of equipment and supplies;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in public administration, business administration or a related field and three (3) years office administrative experience in combination with court records experience that includes one (1) year supervisory or lead worker experience; 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 relevant to a position.

Knowledge, Skills and Abilities:

- Knowledge of all practices and procedures, and legal requirements as related to departmental operation;
- Knowledge of the administrative and procedural regulations applicable to the organization of assignment;
- Knowledge of the methods used in conducting statistical surveys and the preparation of reports;
- Ability to plan, organize, direct, and supervise the work of a staff of subordinate supervisory personnel and clerical employees in a manner conducive to full performance and high morale;
- Ability to apply computer applications and software;
- Ability to interpret laws, rules and regulations;
- Ability to promote and maintain effective departmental and public working relationships;
- Ability to present oral and written comments and recommendations clearly and concisely.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- 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.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

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