



Executive Director, Court & Operational Services Division

Category: Exempt
Pay Grade: 150
Job Code: 19498

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 professional work involving the directing of the Court and Operational Services Division of the Office of the Clerk of the Circuit Court. This position involves directing and guiding the work of directors who are responsible for department heads of assigned areas. At this level, the Executive Director is involved in the establishment of policies and directives for the division in accordance with established laws, rules, and regulations. This position reports to the Clerk of the Circuit Court.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Directs the work of directors responsible for the following departments: Criminal Court Records, Clerk's Customer Information Center, Civil, Probate, Juvenile, Traffic, Jury Management, North County Branch Office, South County (Tyrone) Branch Office, St. Petersburg Branch Office, Purchasing and Fixed Assets, Printing & Mail Services, Recording Services and Official Records, and Clerk's Records Management;
- Depending upon qualifications, performs legal research and analysis and counsels on issues presented to the Clerk's Office either internally, from the court, or from outside legal and business professionals;
- Depending upon qualifications, coordinates legal strategy with the County Attorney's Office;
- Responsible for oversight of the overall budgets for the division, including the following budgets; Court, Board, Recording and Modernization Trust Funds;
- Responsible for the establishment of policies and directives for operational planning in accordance with established laws, rules and regulations governing the courts and the operational departments of the office;
- Reviews reports from directors and makes appropriate recommendations to the Chief Deputy Director;
- Assists in the formulation and direction of special projects as required;
- Maintains close contact with the courts, attorneys, adjunct agencies, other county departments and statewide organizations;
- Responsible for the interpretation of laws and rules, including Personnel rules and regulations;
- Directs the work of Clerk's Project Management office.

QUALIFICATIONS

Education and Experience:

Bachelor's and/or advanced degrees in law, public administration, business administration, information management or a related field and up to five (5) years administration experience in a field related to court records that includes up to three (3) years of responsible supervisory 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 management principles;
- Knowledge of the laws, rules and regulations governing the courts;
- Knowledge of records and information management principles and public records;
- Knowledge of modern methods and procedures applicable to public administration;
- Knowledge of budgeting principles;
- Knowledge of the methods used in making statistical surveys and the preparation of reports;
- Ability to lend assistance to the directors to solve administrative problems and render advice and assistance on same;
- Ability to apply computer applications and software;
- Ability to present oral and written comments and recommendations, clearly and concisely;
- Ability to make sound independent decisions;
- Ability to maintain good working relationships with staff and the public;
- Ability to conduct investigations and to prepare accurate analysis for reporting purposes.

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.