SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION

CLASSIFICATION TITLE: COURTROOM ADMINISTRATOR I

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of this position is to perform advanced, complex clerical work in support of Clerk & Comptroller operations functions in all Circuit Civil, County Civil and Unified Family Court divisions. Employees in this classification may be responsible for preparing cases and appropriate materials for trial and other court sessions.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Prepares cases and materials for trials, evidentiary hearings and other court proceedings; attends court hearings and magistrate proceedings; administers oaths; performs administrative and clerical duties during proceedings; dockets paperwork received throughout the proceedings, including verdicts; completes all necessary paperwork resulting from court hearings

Records actions in paper/electronic court records

Accepts exhibits and prepares exhibit list; secures custody, prepares, transfers and delivers evidence to evidence department; verifies and accounts for each item

Maintains court calendars; manages setting of hearings

Ability to work overtime with little or no notice based on Judicial needs

If required to perform marriage license and ceremony duties: processes marriage licenses; generates and issues licenses; performs marriage ceremonies for all customers; cashiers related fees; records licenses into the Official Records

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

Successfully completes fitness for duty testing conducted for all employees that are considered mandatory-testing

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

High school diploma (or GED), supplemented by three (3) years of recent and relevant experience that demonstrates the ability to accurately apply acute attention to detail in maintenance of detailed data, preferably in an automated systems environment; or an equivalent combination of education, training and experience. Some vocational or college courses preferred. Once qualified, deputization may be required to perform the assigned functions.

ADA COMPLIANCE

Physical Ability: Tasks may involve regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, and crouching, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Tasks require visual perception and differentiation. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. ☐ Yes ☐ No

I would like to request a reasonable accommodation. ☐ Yes ☐ No
**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

_____

Employee Signature Date

_____

Printed Name Department