



**CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION**

SHARON R. BOCK

Clerk & Comptroller
Palm Beach County

CLASSIFICATION TITLE: COURTROOM ADMINISTRATOR, SENIOR

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 Juvenile Dependency, Delinquency, Traffic, Circuit and County Criminal divisions. Employees in this classification have demonstrated proficiency by successfully performing at the Courtroom Administrator II level, having developed broad knowledge of Clerk & Comptroller's office policies, standards and procedures with respect to the assigned work area, and in-depth knowledge of the legal guidelines, constraints, and ramifications governing the work area.

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.

Reviews and coordinates workflow; recommends efficiencies of assigned area

Assigns work to others; audits completed work; reviews documents to ensure accuracy and that all required research has been performed

Develops and updates procedures of assigned area

Provides training and assistance to Courtroom Administrators; responsible for objectively assessing performance and progress of trainees.

Verifies bookings against jail list received by inmate records; prepares bookings for data entry

Prepares and reviews all information for criminal proceedings

Prepares cases for image scanning; ensures cases have been separated by action and date

Performs more complex duties; assists management with special projects as assigned

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

Ability to work weekends and holidays to staff First Appearance Hearings

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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

Associate's degree, supplemented by five (5) 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. 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 may require handling hazardous materials, weapons, or biological tissues and fluids, which require protective clothing be worn or specific equipment to be used.

COURTROOM ADMINISTRATOR, SENIOR

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