



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLERK & COMPTROLLER, PALM BEACH COUNTY CLASS DESCRIPTION

CLASSIFICATION TITLE: DIRECTOR- COURT OPERATIONS

GENERAL DESCRIPTION OF DUTIES

Under direction of the Chief Operating Officer- Courts & Official Records, the purpose of this position is to provide for the strategic planning, development, evaluation, and direction for the operations of an assigned Courts and Legal Records division of the Clerk & Comptroller. Such areas include, but are not necessarily limited to, Criminal Court Services, Civil Court Services, Branch Court Services, and Legal Records & Operations Systems. This position oversees management, legal, fiscal, statewide reporting, project management and human resources functions, and ensures the quality and integrity of all services provided, cost and resource efficiency, application of current technologies, and compliance with all statutes, rules, Administrative Orders and court procedures as they apply to clerk duties and responsibilities. Employees in this classification may represent the Clerk & Comptroller on various statewide committees and throughout the community.

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.

Plans development, implementation and maintenance of policies, processes and programs relating to Court Services through work with department managers and key internal and external stakeholders

Ensures that operational and administrative functions are handled according to statutory and organizational directives through work with department managers, executive management and legal counsel

Performs data analysis and strategic planning regarding the development of court services departments, court services personnel and overall Clerk & Comptroller objectives

Plans, develops and implements key court services technological initiatives (including both new and existing technology) in consultation with executive management, department managers, information technology staff, external agencies, and vendors

Communicates organizational policies, goals and objectives to staff under charge and works with department managers to review staffing levels and organizational structure for effective work performance and efficient resource allocation

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Performs personnel management duties, i.e., supervising, training, hiring, disciplinary action, counseling, performance evaluations, recommending transfer, promotion, and employment separation

Prepares department annual operating, capital and supplemental budgets; monitors departmental budget activity to ensure proper use and allocation of funds; requests budget transfers to cover shortages in budget line items; performs quarterly asset inventory; ensures proper use and custody of Clerk & Comptroller assets

Maintains current knowledge of trends and legislative developments concerning court services functions for future application and implementation

Consults with executive management and legal counsel regarding policy and procedure development, personnel issues, pending litigation, facility needs and plans, and matters concerning needs or operations of court services

Conducts meetings with court services department staff to identify concerns; meets with managers both individually and as a team to identify concerns, plan, and implement processes to meet organizational objectives

Participates in organizational strategic planning and directs court services departments to achieve strategic objectives

Confers with stakeholders, including judicial branch, Florida Bar, Florida Association of County Clerks and Comptroller, and the general public to plan development of court technologies, programs and processes

Maintains established organizational/departmental productivity standards

Monitors all organizational/department-related performance and productivity standards for compliance

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

FUNCTIONS SPECIFIC TO LEGAL RECORDS, OPERATIONS SYSTEMS & TRAINING

Employees assigned to Legal Records, Operations Systems & Training perform the essential functions as outlined above, as well as:

Plans development, implementation, and maintenance of records management policies intended to standardize filing and the protection and retrieval of records, reports and other information preserved in paper, microfilm, computer program, and other media formats

Plans development, implementation, policies, processes, audit controls and systems related to operations systems, training, and evidence areas

Coordinates Operations projects

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Plans development and implementation of appropriate training curriculum to include customized training plans where applicable

Ensures all information is processed in efficiently retrievable formats; ensures information is effectively transmitted for final records storage

Maintains current knowledge of trends and legislative developments concerning the public/legal records function for application and implementation to responsibilities under charge

Administers policies, programs and activities of recording, indexing, abstract, microfilm/imaging, photocopy, records management and retrieval, tax deeds, and mail room functions

Performs review and data analysis in planning and development of Clerk & Comptroller's office legal records, evidence, and operations systems and training functions; applies knowledge of principles of records, evidence and operations systems and training as well as information management administrative processes and systems, cost control practices, and organizational objectives

Attends depositions concerning any personnel under charge to confirm no deviation of policy and assess areas for modification/improvement

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

Bachelor's degree in Public Administration, Business Administration or related field, supplemented by ten (10) years of recent and relevant experience that provides broad knowledge and expertise of management and court services functions, automated data and records management systems, with demonstrated analytical, reporting and communication skills, and demonstrated knowledge of processes, policies, procedures and statutory/regulatory standards governing court services; or an equivalent combination of education, training and experience. Juris Doctorate preferred.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects of light weight (5-10 pounds).

Sensory Requirements: 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.

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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