



**SHARON R. BOCK**  
Clerk & Comptroller  
Palm Beach County

## CLERK & COMPTROLLER, PALM BEACH COUNTY CLASS DESCRIPTION

**CLASSIFICATION TITLE: OFFICIAL RECORDS SPECIALIST, LEAD**

### GENERAL DESCRIPTION OF DUTIES

Under minimal supervision, this position performs advanced, complex clerical work in support of Clerk & Comptroller operations functions. Employees in this classification may be responsible for assisting management in resolving complex issues. Employees have demonstrated proficiency by successfully performing at the Official Records Specialist III level, or possessing equivalent work experience, with extensive knowledge of Clerk & Comptroller's office policies, standards and procedures with respect to the assigned work area, and considerable knowledge of the legal guidelines, constraints, and ramifications governing the work area. Essential functions, as outlined herein, are performed according to the operational area of assignment within Court Operations & Legal Records.

### 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.

Provides expertise in multiple functional areas; completes advanced level assignments requiring specialized knowledge of various functional areas, Florida Statutes and the court system

Coordinates and assigns the day-to-day workflow of the department; reviews and audits completed work of other Court Specialists in assigned area; serves as a trainer to new hires and peers

Assists management in resolving complex issues, including customer service issues

Develops, reviews and updates processes, procedures, and workflows; makes recommendations for improvement; collects data and prepares reports

May perform work in other functional areas where cross-trained

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. Works overtime or alternative/flexible schedule as needed

Complies with all personnel policies and procedures

