



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

CLASSIFICATION TITLE: BRANCH SERVICES COORDINATOR

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 and completing non-routine transactions. Employees have demonstrated proficiency by successfully performing at the Court Specialist Lead 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. The position requires the ability to occasionally work at the West County branch location, depending on business need.

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; monitors and reconciles online bank account

Prepares and/or updates processes and procedures for unit tasks, as well as various general operating procedures, records, files, lists, and other unit documentation

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

Performs complex and/specialized functions of the unit; responds to difficult or unusual circumstances requiring specialized attention or intervention

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

Oversees maintenance of an effective and efficient recordkeeping and file maintenance system; provides reports regarding adherence to established electronic and hard copy file maintenance methods and standards

BRANCH SERVICES COORDINATOR

Performs special research or projects as directed by management

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

May be required to work overtime and/or alternate schedule as needed

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. Demonstrated knowledge of effective leadership and/or supervisory principles and practices; 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.

BRANCH SERVICES COORDINATOR

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 if assigned to Evidence.

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