



# Don Barbee, Jr.

Clerk of Circuit Court & Comptroller - Hernando County  
20 N. Main Street, Brooksville, FL 34601 - (352) 754-4201

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**Job Number 2017-04**

**Posted: 9/20/17**

**Closes: 9/29/17**

## JOB DESCRIPTION

<b>JOB TITLE:</b>	CIVIL COURTS SUPERVISOR	<b>PAY GRADE:</b>	150
<b>DEPARTMENT:</b>	COURT SERVICES	<b>SALARY RANGE:</b>	\$38,000 - \$53,200
<b>SUPERVISOR:</b>	ASSISTANT DIRECTOR OF COURT SERVICES	<b>REVISED:</b>	AUGUST 2017
		<b>EXEMPT</b>	

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### JOB SUMMARY:

Responsible for planning, directing and supervising the coordination of all division activities. Represent the Clerk's Office in a professional manner when communicating with customers, business associates and fellow employees. Encourage positive morale, conduct training and monitor the performance of all civil and probate personnel.

### ESSENTIAL JOB DUTIES:

1. Supervise the training of personnel, authorized leave, work assignments and employment performance evaluations within the division to ensure effective productivity.
2. Recommend and implement procedures to improve the efficiency and productivity of the department.
3. Advise employees concerning work and personnel problems as necessary, with the goal of achieving the highest morale within the division.
4. Handle complaints, problems or difficult situations with the public in a professional manner.
5. Ensure good communication and a positive working relationship between outside agencies and inter-office departments.
6. Ensure the accurate interpretation, implementation, and compliance of laws, rules and regulations on a timely basis regarding functions of the division.
7. Provide accurate and timely statistics, reports and other data as needed.
8. Provide assistance to the Director of Court Services and/or the Clerk of Circuit Court in the formulation and direction of special projects.
9. Perform payroll administration functions.
10. Coordinate with applicable team members for the proper transfer and destruction of court records and evidence.

11. Ensure that accurate data is input into the case management system and that time standards are maintained in the civil and probate court areas.
12. Ensure confidentiality of court records as required by court rules or statutes.
13. Prepare and review court calendars as needed.
14. Coordinate with the Records Storage Facility in the proper identification of records within the divisions to be transferred to the Records Storage Facility and/or destroyed.
15. Regular attendance and punctuality.

**OTHER JOB DUTIES:**

Perform other duties as assigned.

**JOB STANDARDS:**

**Education:**

Graduation from an accredited college with a two-year degree in a related field, with a four-year degree being preferred.

**Experience:**

Three to five years' experience in related field including the supervision of personnel or management training.

An equivalent combination of education, training and experience may be substituted at the Clerk's discretion.

**Licenses/Certificates:**

N/A

**EQUIPMENT USED:**

Personal computer, calculator, copier, scanner, facsimile, telephone.

**ESSENTIAL SKILLS & QUALIFICATIONS:**

- Ability to communicate orally and in writing.
- Ability to make sound independent judgments.
- Ability to plan, organize and supervise the work of others.
- Ability to develop and maintain good working relationships with fellow employees, other agencies, and other vendors.
- Knowledge of the division to which assigned.
- Ability to organize and compile data.

**ESSENTIAL PHYSICAL SKILLS:**

**Constant:** Acceptable eyesight (with or without correction), acceptable hearing (with or without correction), ability to access, input and retrieve information from a personal computer.

**Frequent:** Ability to access file cabinets for filing and retrieval of data. Ability to communicate orally in order to answer the telephone.

**WORKING CONDITIONS:**

**Constant:** Office environment.

**Frequent:** Flexible hours and travel as required.

Reasonable accommodation will be made for otherwise qualified individuals with a disability

**The Clerk of Circuit Court is an Equal Opportunity Employer.**

**\*\*Employment preference is given to applicants who do not  
use a tobacco product(s)\*\***

Complete on-line application via Hernando County Clerk of Circuit Court website, [www.hernandoclerk.com](http://www.hernandoclerk.com), by selecting About Us, Human Resources, Job Applicant Center. If you have any questions or require assistance, please call 352-540-6208, Mon – Fri, 8:00 a.m. – 5:00 p.m.