

2011-02

POSTED: 04/05/11

CLOSING DATE: 04/15/11

Full-time position: M-F, 40 hours per week minimum

**HERNANDO COUNTY
CLERK OF CIRCUIT COURT
JOB DESCRIPTION**

JOB TITLE:	COURT SERVICES DIRECTOR/ IN-HOUSE LEGAL COUNSEL	PAY GRADE:	132
DEPARTMENT:	COURT SERVICES	SALARY RANGE:	\$72,488.00 - \$114,566.40
TITLE OF SUPERVISOR:	CLERK OF CIRCUIT COURT	REVISED:	AUGUST 2007
		EXEMPT	

JOB SUMMARY:

Administrative and supervisory management work responsible for ensuring the coordination of all department activities. Plan, coordinate and organize the objectives and goals for the department. Represent the Clerk's Office in a professional manner when communicating with customers, business associates and fellow employees. Serve as in-house legal counsel for the Clerk.

ESSENTIAL JOB DUTIES:

1. Develop and implement departmental budgets, goals and objectives.
2. Implement and plan new technologies within the Court System.
3. Provide assistance to the Clerk of Circuit Court in the formulation and direction of special projects.
4. Oversee the training of personnel, authorized leave, work assignments and employment performance evaluations within the department to ensure effective productivity.
5. Recommend and implement procedures to improve the efficiency of the department.
6. Advise employees concerning work and personnel problems as necessary, with the goal of achieving the highest morale within the department.
7. Oversee that the development, implementation, update and distribution of policy and procedure manuals is completed on a timely basis.
8. Handle complaints, problems or difficult situations with the public in a professional manner as necessary.
9. Ensure good communication between outside agencies and inter-office departments.
10. Ensure the accurate interpretation, implementation, and compliance of laws, rules and regulations on a timely basis regarding functions of the department.
11. Provide accurate and timely statistics, reports and other data as needed.

12. Serves as in-house legal counsel for the Clerk, including reviewing and rendering legal opinions on statutory or regulatory provisions affecting the Clerk's Office, interpreting and drafting contracts and such other legal functions as directed by the Clerk.
13. Serve on various professional subcommittees and represent the Clerk with the local bar, as necessary.
14. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

Graduation from an accredited college or university School of Law and possession of a Juris Doctorate.

Experience:

Six years in the legal field including three or more years in management/supervisory capacity.

Licenses/Certificates:

Member of the Florida Bar

EQUIPMENT USED:

Computer, calculator, copier, facsimile, telephone, audio/video equipment.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Knowledge of the statutes, rules, regulations and procedures pertaining to the administrative operations of the Courts/Clerk's Office.
- Knowledge of common law, and of County, State and Federal laws and precedents, with particular reference to the subject area of assignment.
- Ability to analyze and interpret complex legal documents and instruments.
- 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 and other agencies.
- Budget preparation.
- Ability to communicate orally and in writing.
- Must possess in-depth knowledge of the judicial system.
- Knowledge of the principles and practices of public administration.

- Ability to make effective presentations.

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. Work closely with others.

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).****

Note: Starting salary may be below salary range during six-month training period.

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting Employment Opportunities, Job Applicant Center. If you have any questions, or require assistance, please call 352-540-6216, Mon – Fri, 8:00 am – 5:00 pm.

If minimum typing speed is required and this information is not provided, you will not be considered for the position. You may take a typing test at www.typingtest.com, print the results and attach to your on-line application.