



# Doug Chorvat, Jr.

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

---

**Job Number: 2022-08**

**Posting Date: 6/15/22**

**Closing Date: 7/1/22**

## PROFESSIONAL EMPLOYMENT OPPORTUNITY

### Director of Court Services

Salary Range: \$78,480 - \$109,872  
(Starting salary DOQ/DOE)

---

The Hernando County Clerk of Circuit Court & Comptroller is seeking a Director of Court Services. This role involves professional and supervisory management work responsible for ensuring the planning and coordination of all activities of the Court Services Department, and represents the Clerk's Office in a professional manner when communicating with customers, partner agencies, public groups, business associates and fellow employees.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, direct, assign staff and review the functions of the Court Services Department and division supervisors. Develop and implement departmental budgets, goals, and objectives, and identify and implement procedures to improve the efficiency of the department.
- Ensure the accurate interpretation, implementation, and compliance of laws, rules and regulations on a timely basis regarding functions of the department, including analyzing and communicating legislative changes to stakeholders.
- Plan for the development and growth of the department, its processes and personnel, implementing new technologies within the court system as needed.
- Work closely with and maintain excellent communication with Judicial partners, which includes, but is not limited to, the judiciary, State Court Administration and support staff, State Attorney's Office, Public Defender's Office, law enforcement, and State Department of Children and Families.
- Provide assistance to the Clerk of Circuit Court in the formulation and direction of special projects.
- Handle complaints, problems or difficult situations with the public in a professional manner as necessary.
- Provide accurate and timely statistics, reports and other data as needed.
- Serve on various professional subcommittees as necessary.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

Graduation from an accredited university or college with a four-year degree in a related field. Graduation from an accredited college or university School of Law and possession of a Juris Doctorate preferred.

Five years' progressive responsible administrative and technical experience that provides broad knowledge of circuit and county court services functions, with at least two years in a management/supervisory capacity.

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

### **Licenses/Certificates:**

Member of the Florida Bar preferred.

### **Essential Skills and Knowledge:**

- 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 legal documents and instruments.
- Must possess in-depth knowledge of the judicial system.
- Ability to make sound independent judgments.
- Ability to plan, organize and supervise the work of others. Proven ability to motivate employees.
- Ability to develop and maintain good working relationships with fellow employees and other agencies, including the judicial system.
- Budget preparation.
- Exceptional interpersonal skills; able to deal effectively with diverse personalities. Excellent oral and written communication skills.
- Knowledge of the principles and practices of public administration.
- Ability to make effective presentations.

## **WHAT WE OFFER:**

- Competitive pay
- A generous benefits package that includes health insurance, a retirement plan, 12 paid holidays annually, and paid time off
- Comfortable office working environment
- Opportunities for professional development and for participation in professional organizations

## **TO APPLY:**

To apply, send your resume with a cover letter to [hr@hernandoclerk.org](mailto:hr@hernandoclerk.org).

The Hernando County Clerk of Circuit Court is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Employment preference is given to applicants who do not use a tobacco product(s).