



Doug Chorvat, Jr.

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

Job Number: 2022-22

Posting Date: 9/12/22

Closing Date: 10/9/22

JOB POSTING

Family Law Supervisor
Family Law Division/Civil Courts Department
Salary Range: \$51,775 - \$68,670
Starting salary DOQ

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting About Us, Human Resources, Job Applicant Center. If you have any questions or require assistance, please call (352) 540-6233 or email hr@hernandoclerk.org Monday – Friday, from 8:00 a.m. – 5:00 p.m.

Note: 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 no cost by going to www.typingtest.com. Please print the results and attach to your on-line application.

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)

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. Monitor the work performance of all domestic relations and juvenile dependency Clerk 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 division.
3. Advise employees concerning work and personnel problems, with the goal of achieving the highest morale within the division.
4. Develop, implement, update and distribute policy and procedure manuals on a timely basis.

5. Handle complaints, problems or difficult situations with the public in a professional manner.
6. Coordinate procedures between outside agencies and inter-office divisions/departments.
7. Interpret and implement laws, rules and regulations to ensure compliance on a timely basis regarding functions of the division.
8. Compile accurate and timely statistics, reports and other data as needed.
9. Provide assistance to department director in the coordination of special projects.
10. Ensure the preparation of applicable dockets and that other necessary documentation is complete and accurate for use by the domestic relations and juvenile Clerk personnel.
11. Ensure that accurate data has been input into the civil, child support, delinquency and dependency systems.
12. Ensure confidentiality of juvenile records and other confidential information contained in division records.
13. Prepare and review court calendars as needed.
14. Establish and maintain direct deposit accounts for child support.
15. Review daily checkout sheets and deposit slips for the Finance Department.
16. Perform payroll administration functions.
17. Coordinate with the Records Storage Facility in the proper identification and preparation of records within the division to be microfilmed, destroyed and/or transferred to the Records Storage Facility.
18. 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.

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

Licenses/Certificates:

N/A

EQUIPMENT USED:

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

ESSENTIAL SKILLS & QUALIFICATIONS:

- Ability to plan, organize and supervise the work of others.
- Ability to communicate orally and in writing.
- Ability to perform duties with minimum supervision.
- Ability to develop and maintain good working relationships with fellow employees and other agencies.
- Ability to develop division policies/procedures and training programs.
- Knowledge of the division to which assigned.
- Ability to organize and compile data.
- Ability to make sound independent judgements.
- Must type 45 wpm.

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 and make formal presentations.

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.