

**CLERK OF COURTS
Brevard County, Florida**

CLASS TITLE: ASSISTANT SUPERVISOR

Title: Assistant Supervisor
Brevard Clerk of Court
Department: Viera Records Management
Salary Range: \$16.00 -\$17.50 depending on education & experience
FLSA Classification: Exempt/Full-time

Full-time Clerk of Court employees are eligible for:

Health insurance
Life insurance
FRS Retirement
18 sick/vacation days per year
11 paid holidays per year

SUMMARY DESCRIPTION

Supervises and coordinates activities of clerical workers. Under limited supervision, Clerk V provides lead direction to lower-level Clerks. Lead direction includes; mentoring, training, assigning and reviewing work.

EXAMPLE OF WORK PERFORMED:

(Note: This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.)

Determines work procedures, prepare work schedules, and expedite workflow; prioritize and plan work activities.

Issues written and oral instructions.

Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Studies and standardizes procedures to improve efficiency of subordinates.

Maintains harmony among workers and reports problems to supervisors for resolution.

Reviews various error reports provided by the I.S. department addressing errors with applicable staff.

Addresses complaints made from other agencies, departments, or coworkers.
Assists subordinates in performing duties.
Ensures work responsibilities are covered in the absence of the Court Supervisor.
Carries out minor supervisory responsibilities in accordance with the organization's policies and applicable laws.
Provides regular performance feedback.
Gives appropriate recognition to others.
Monitors delegated activities.
Develops subordinates' skills and encourages growth; plans training and development opportunities.
Trains lower-level employees.
Performs other duties as required.

KNOWLEDGE, SKILL AND ABILITIES:

(Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class.)

Knowledge of court procedures, forms and legal terminology.
Knowledge of Clerk policies and procedures.
Ability to build morale and group commitments to goals and objectives.
Ability to communicate changes effectively.
Ability to read, write, and speak clearly and informatively.
Ability to inspire respect and trust.
Ability to react well under pressure.
Ability to deal with frequent changes, delays, or unexpected events.
Ability to follow instructions and respond to management direction.
Ability to demonstrate sound and accurate judgment.
Ability to understand business applications of decisions.
Ability to match the responsibility to the person.

MINIMUM QUALIFICATIONS:

Bachelor's degree or equivalent from four-year college or university; or three to five years related experience and/or training; or equivalent combination of education and experience.

APPLICATION PROCESS: Interested candidates should submit an employment application and resume via email to Human Resources at ApplicationsHR@brevardclerk.us or you may mail it to Human Resources, P. O. Box 999, Titusville, Florida, 32781-0999. Employment applications may be printed and submitted from our website at www.brevardclerk.us.

Brevard Clerk of Court is an Equal Opportunity Employer and a Drug Free Workplace.