



## Clerk of Circuit Court & Comptroller Okaloosa County

### Job Description Chief Deputy of Operations

Job Specifications			
<b>Classification:</b>	Exempt	<b>Department:</b>	Operations
<b>Supervisor:</b>	Chief of Staff	<b>Location:</b>	Ft. Walton Beach
<b>Salary Range:</b>	E-14	<b>Schedule:</b>	Monday - Friday 8am - 5pm
<b>Revision Date:</b>	October 16, 2023	<b>Revised By:</b>	Chelsea Law

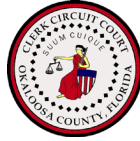
#### Job Summary:

The purpose of this position is to provide for the planning, development, evaluation, and direction of all court services and legal records functions for the Clerk & Comptroller. The incumbent has overall responsibility for daily administration, managerial direction, resource management, and court services coordination with related governmental agencies. This position ensures the quality and integrity of all services provided cost efficiency and application of current technologies, and compliance with all applicable state, federal, and local regulatory requirements. Incumbent counsels personnel under charge regarding ethics, liability issues, and respective duties, and oversees operations of all services provided on behalf of the Clerk & Comptroller. This position functions as a professional and technical resource to the Clerk & Comptroller management team, and agency employees.

#### Essential Job Functions:

The tasks listed below are those that represent most of the time spent working in this position. Clerk may assign additional responsibilities related to the type of work as necessary.

- Serves as liaison between the Directors and the Clerk of the Court, organizations, shareholders, and outside organizations. Addresses external agencies, other internal departments, vendors, and the public on issues related to the section; provides service to those customers in a manner that resolves conflict, adheres to, and promotes goodwill.
- Ensures compliance with existing laws, rules, and regulations, and enforces same.
- Ensures adherence to the Clerk's Policies, Standard Operating Procedures, Mission, Vision, and Beliefs. Aligns actions to consistently reflect the culture of the organization.
- Directs, plans, or implements policies, objectives, or activities of the organization to ensure continuing operations, to maximize return on investments, or to increase productivity.
- Formulates strategic goals in alignment with the Clerk's vision for assigned area of responsibility.
- Leads and/or participates in senior-level meetings, conferences, workshops, professional meetings, and other events.



## **Clerk of Circuit Court & Comptroller Okaloosa County**

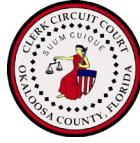
- Directs and supervises managerial staff, including career development, bench strength and succession planning, selecting or recommending applicant selection, training, assigning, coaching, counseling, disciplining or recommending termination.
- Establishes departmental responsibilities and coordinates functions among departments and locations.
- Develops and/or implements corrective action plans to solve organizational or departmental problems.
- Make presentations to legislative or other government committees regarding policies, programs, or budgets. Interpret and explain policies, rules, regulations, or laws to organizations, government or corporate officials, or individuals.
- Provides inter-departmental support through a team-oriented approach to satisfy organizational needs.
- Consistent and predictable attendance required.

### **Specific Responsibilities:**

- Communicates timely, accurate and complete information to the Clerk regarding operational issues within the assigned area of responsibility.
- Presents annual budget requirements; collaborates on development of Courts Operating and Capital budget; oversees fiscal activities within the assigned area of responsibility to ensure proper accounting controls and to review and approve expenditures.
- Oversees long range and strategic planning for developing and implementing court and records technology initiatives and maximizing court and records resources.
- Collaborates with Court Directors and Managers in formulating strategic initiatives for system improvements.
- Extensive coordination with other governmental state agencies and Judiciary. Effectuate the Legislative and Judiciary's policymaking needs related to case flow processing and case management.
- Oversee the management of critical programs in a fast-paced environment.
- Plans, directs and reviews the activities and operations within the area of responsibility. Oversees court and records programs and services, ensuring compliance with statutory performance and reporting.

### **Minimum Training and Experience:**

Bachelor's degree supplemented by ten (10) years of recent and relevant experience that provides broad knowledge of circuit court services functions, automated data, and records management systems, and Federal, State, and local regulatory standards applicable to circuit court services with working knowledge of the judicial process, and the operations of county government and state agencies. Will substitute 4 years relevant experience in lieu of degree.



## **Clerk of Circuit Court & Comptroller Okaloosa County**

### **ADA Compliance:**

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### **Employee Acknowledgement:**

I have read this job description and I fully understand all my job duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.