



## Clerk of Circuit Court & Comptroller Okaloosa County

### Job Description Chief of Staff

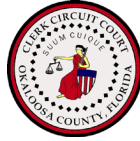
Job Specifications			
<b>Classification:</b>	Exempt	<b>Department:</b>	General Administration
<b>Supervisor:</b>	Clerk of Circuit Court	<b>Location:</b>	Crestview
<b>Salary Range:</b>	E-14	<b>Schedule:</b>	Monday - Friday 8am - 5pm
<b>Revision Date:</b>	October 16, 2023	<b>Revised By:</b>	Chelsea Law

#### Job Summary:

The Chief of Staff reports directly to the Clerk & Comptroller ("Clerk") and is a member of the Clerk's executive team. The position is primarily responsible for proactively providing professional-level support to the Clerk. The incumbent prepares research, talking points and presentations representing the Clerk's point of view; maintains an awareness of state and local issues and legislation with the potential to impact the office; gathers and analyzes relevant information to produce options, proposals and recommendations; travels with the Clerk and represents the Clerk in the community when requested; liaises with the public, management, employees and other stakeholders to exchange information and solve problems; provides consultation on human resources-related matters; and, completes special projects as assigned. In addition, the position is expected to exercise political-savvy, exceptional tact and discretion when handling sensitive and confidential matters.

#### Essential Job Functions:

- The tasks listed below are those that represent most of the time spent working in this position. The Clerk may assign additional responsibilities related to the type of work as necessary.
- Proactively supports the Clerk's day-to-day executive role and responsibilities, by monitoring business rhythms, acting as an information funnel and facilitator for the Clerk, and fact-checking details, timelines and materials
- Ensures the Clerk's vision and strategic intent is communicated, understood and carried out
- Proactively prepares research, talking points, presentations, and position statements, representing the Clerk's point of view, for internal and external audiences
- Maintains a clear understanding and constant awareness of all local and state issues, including legislation, with the potential to impact the Clerk's office and briefs the Clerk, as well as the executive team, as needed



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

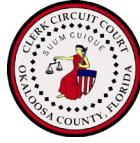
- Leads information gathering projects to ensure the Clerk and the executive team have pertinent information, and analyzes and makes sense of data and information in order to translate it into options, proposals and recommendations
- Serves as a sounding board and trusted thought partner for the Clerk on ideas and initiatives with the potential to benefit the Clerk's office
- Travels with the Clerk and attends board and committee meetings as required
- Represents the Clerk in the community; speaks at community events on behalf of the Clerk as requested; and provides a conduit for the public to communicate with the Clerk.
- Liaises with management, employees, other departments, outside agencies, the public, the Florida Court Clerks & Comptroller's association, the Clerk of Court Operations Corporation, and other local and statewide stakeholders to coordinate work, exchange information, or resolve problems
- Attends a wide variety of internal and external meetings and serves on committees as needed
- Provides consultation on human resources and employment practices to promote compliance with regulatory requirements, policies, and procedures, and assists with internal investigations as requested
- Performs special projects and all manner of tasks not covered by an existing member of the Clerk's executive leadership team or administrative staff

### **Skills and Qualifications:**

- Bachelor's Degree in Business Administration or a similar field, supplemented by 5+ years in a business management role. Will substitute 4 years relevant experience in lieu of degree.
- Proven experience organizing and directing multiple teams and departments
- Proven success in a project coordination role
- Excellent communicator in written and verbal form with a strong focus on interdepartmental communication
- Extremely versatile, dedicated to efficient productivity
- Experience planning and leading strategic initiatives

### **Preferred Qualifications:**

- Experience with data analysis
- Strong financial analysis, budget planning, and management experience and skills
- Proven success in a project coordination role
- Nimble business mind with a focus on developing creative solutions
- Strong project reporting skills, with a focus on interdepartmental communication



## **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.