



## Clerk of Circuit Court & Comptroller Okaloosa County

### Job Description Training Coordinator

Job Specifications			
<b>Classification:</b>	Exempt	<b>Department:</b>	Administration
<b>Supervisor:</b>	Chief Deputy of Administration	<b>Location:</b>	Crestview & Ft Walton Bch
<b>Salary Range:</b>	E-10	<b>Schedule:</b>	Monday - Friday 8am - 5pm
<b>Revision Date:</b>	October 16, 2023	<b>Revised By:</b>	Chelsea Law

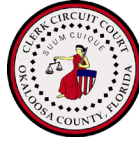
#### Job Summary:

Under the direction of the Chief Deputy of Administration, this position will identify and monitor training needs in each department, and design, plan, and implement training programs, policies, and procedures to fulfill those needs.

#### Essential Job Functions:

The list of essential functions as outlined here is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed if such functions are a logical assignment to the position.

- Conducts training and development needs assessment.
- Develops training and development programs and objectives.
- Reviews existing training programs; suggests enhancements and modifications to improve engagement, learning, and retention and/or to meet the changing needs of staff, the organization, or the industry.
- Ensures that training materials and programs are current, accurate, and effective.
- Conducts follow-up studies of all completed training to evaluate and measure results.
- Exemplifies the desired culture and vision of the organization.
- Maintains knowledge of new methods and techniques for training, and training requirements applicable to the organization and/or industry.
- Identifies problems and opportunities such as operational changes or industry developments that training could improve.
- Conducts or facilitates required and recommended training sessions.
- Collaborates with vendors and third-party training providers to arrange employee registration for and participation in outside training programs.
- Ensures that training milestones and goals are met while adhering to approved training budget.



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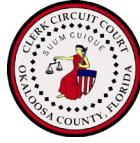
- Performs regular monitoring evaluations with each clerk to ensure standards are being met, established scripts are being followed and to identify training opportunities.
- Participates in projects and initiatives regarding planning, implementation, testing, and operational evaluation of new/modified automated processing and data management systems.
- Maintains current knowledge of regulatory trends and legislative developments.
- Consistent and predictable attendance required.
- Travel between Crestview and Fort Walton locations required.

### **Minimum Required Qualifications:**

- Excellent written and verbal communication skills.
- Excellent organizational skills, leadership, and interpersonal skills.
- Strong presentation skills.
- Adept with a variety of multimedia training platforms and methods.
- Ability to design and implement effective training and development.
- Working knowledge of Court Operations and Official Records areas.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with minimal direction.
- Ability to compile, organize, interpret, and analyze data and information to solve application problems.
- Ability to formulate and present recommendations effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with employees and management team.
- Ability to train others.
- Ability to interpret rules, regulations, and policies for application to work processes and applications.
- Skilled in using a computer.
- A valid driver's license is required.

### **Physical Demands:**

- Walking, standing, or sitting for extended periods of time at a computer terminal
- Professional and appropriate behavior for an office environment
- May require stooping and bending
- Must be able to lift 15 pounds



## **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.