

# Florida State Courts System

## Classification Specification

Classification Title: Administrative Services Manager

Pay Grade: 77

Class Code: 6050

FLSA Status: Excluded

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### **CLASS SUMMARY**

The essential function of the position within the organization is to provide administrative support for the judiciary. This position is responsible for some or all of the following: supervising staff, training, planning, providing administrative services, managing human resources programs, administering policies and procedures, developing budgets, supervising customer service, and performing administrative functions including reporting. The position works independently, reporting major activities to the Trial Court Administrator and/or Chief Judge through periodic meetings.

### **ESSENTIAL JOB FUNCTIONS**

**(See examples of typical essential functions for this position listed below. Employees with this classification title may perform some or similar but not necessarily all the functions listed; employees with this title may also perform other assigned functions not listed here.)**

- Directs and supervises staff, including organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations; reviews and approves timesheets and leave requests.
- Reviews and evaluates performance of court programs or administrative divisions; ensures compliance, efficiency, and cost effectiveness.
- Develops and evaluates administrative programs designed to enhance the courts' services to the general public.
- Plans, develops, implements, and administers human resources programs for state and county funded court employees; coordinates, monitors, and assists employees with benefit and retirement programs.
- Maintains human resources management records and ensures compliance with applicable guidelines and regulations; collaborates on and participates in development of employee position descriptions.
- Manages employee recruitment process, including review of needs and making modifications to position description(s); advertisements; attendance at career fairs; screening candidates; conducting background checks; interviewing; identifying successful candidate and making offer of employment.
- Collaborates with judges, IT staff, and local Clerk of Court office to ensure technology systems are in place to meet the needs of the judiciary, i.e. designing workflow, upgrading, supporting, and maintaining systems, including integration between new and existing systems.
- Directs and oversees the processing of purchase orders for goods and services; oversees invoice processing and reconciliation; reviews and audits contractual services invoices; ensures services are billed according to contract terms and local administrative orders.

- May act as Public Information Officer; interacts and serves as liaison with staff, judges, other related agencies, the public, and elected officials to provide services or information.,
- Conducts on-site visits to courthouses and judicial offices in the area of responsibility to ensure efficient administrative operations; assists with space planning, courtroom scheduling, office utilization, and future needs of judiciary.
- Monitors juror usage, jail population, and certification of process servers.
- Assists and backs up the Court Administrator in the administrative and operational functions of the office; assists with special projects or assignments, as directed.
- Plans, reviews, and updates emergency plans for continued operation of the courts during a disaster or unusual circumstances.
- Makes recommendations for policy and procedure changes/development; administers existing policies and procedures, ensuring adherence by staff.
- Gathers information/data to support periodic and special reports documenting activities for area of responsibility.
- Performs administrative tasks including, but not limited to, preparing and administering budgets; coordinating fiscal management issues; maintaining records/files; or performing research.
- Attends and conducts staff and other professional meetings to exchange information and/or represent the judiciary; disseminates information during and after meetings.
- Attends technical or professional workshops or seminars to improve professional skills.

## **MINIMUM EDUCATION AND EXPERIENCE GUIDELINES**

### **Education**

*Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.*

Bachelor's degree in business administration, public administration or management, or a closely related field.

### **Experience**

*Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.*

Five years of related work experience, including two years in a supervisory or managerial capacity.

A master's degree in an area cited above may substitute for two years of the recommended non-management experience.

A Juris Doctor degree from an accredited law school may substitute for three years of the recommended non-management experience.

## **CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS**

**(Refers to professional, state, or federal licenses, certifications, or registrations required/desired to enter the position.)**

Requires state issued driver's license.

## **COMPETENCIES/RESPONSIBILITIES**

### **Data Responsibility**

*Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Directs others in major events and reports on activities and results.

### **People Responsibility**

*Refers to individuals who have contact with or are influenced by the position.*

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

### **Assets Responsibility**

*Refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high value materials, supplies, and equipment as needed.

### **Mathematical Requirements**

*Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

### **Communications Requirements**

*Involves the ability to read, write, and speak.*

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups.

### **Complexity of Work**

*Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of principles of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous close attention for accurate results and frequent exposure to unusual pressure.

### **Impact of Decisions/Errors**

*Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact – affects work unit and may affect other units or citizens.

### **Equipment Usage**

*Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing or spreadsheets.

### **Safety of Others**

*Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or for occasional enforcement of the standards of public health and safety.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

***The Florida State Courts System has the right to revise this class specification at any time. This description does not represent in any way a contract of employment.***

***EFFECTIVE: 06/21/2021***