

# Florida State Courts System Class Specification

**Class Title: Administrative Services Manager**

**Class Code: 6050**

[Pay Grade 28](#)

## **General Description**

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.

## **Examples of Work Performed**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Reviews and evaluates performance of court programs or administrative divisions, such as Drug Court, Personnel or Court Recording, to ensure 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 personnel programs for state and county 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.

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, resolve problems/issues, or to facilitate task/project completion; assists upper echelon of courts with special projects or assignments.

## ADMINISTRATIVE SERVICES MANAGER

Conducts on-site visits to courthouses and judicial offices in the area of responsibility to ensure efficient administrative operations; assist with space planning, courtroom scheduling, office utilization, and future needs of judiciary.

Monitors juror usage, jail population, certification of process servers and handles the statewide fax network inquiries on various issues.

Assists and backs up the Court Administrator in the administrative and operational functions of the office.

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 such as preparing and administering budgets and coordinating fiscal management issues, preparing periodic employee evaluations, 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.

Reviews and audits contractual services invoices, ensures services are billed according to contract terms and local administrative orders.

### **Competencies**

#### **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.

## ADMINISTRATIVE SERVICES MANAGER

### **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 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:**

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.

## ADMINISTRATIVE SERVICES MANAGER

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, spreadsheets or custom applications.

### **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 some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

## **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 or 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 experience, including two years of supervisory experience.

### **Licenses, Certifications and Registrations Required:**

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid State of Florida Driver's License.