

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: CLERK TO THE SPECIAL MAGISTRATE (Job Code 232).

GENERAL STATEMENT OF JOB

Under general direction of the City Clerk and also the Special Magistrate, performs a broad range of office support functions ranging in difficulty from moderate to complex. Incumbents in this class generally possess extensive departmental knowledge and superior clerical/keyboard skills. Incumbents in this class will possess general knowledge of legal/court documents and have an understanding of property tax roll information.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Performs as a highly skilled secretarial position serving the Special Magistrate for the City and acting as Liaison Officer between the various City departments, County Court and the Special Magistrate.

Ensures the cases sent to the Special Magistrate Office are complete and have met the regulations contained in the Florida State Statutes and the City's Code of Ordinances regarding notification.

Processes the cases through the Special Magistrate in a professional and timely manner.

Maintains accurate records of all the Special Magistrate proceedings.

Ensures that liens are properly recorded with the Broward County Records Division.

Collects all fines paid to the Special Magistrate's Office.

Prepare the appropriate Satisfactions or Releases of Lien.

Prepares the docket for the Special Magistrate hearings.

Attends Special Magistrate hearings and is responsible for ensuring all the hearing records are properly recorded and that all cases are called and appropriate orders issued.

Records and transcribes dictation and meeting minutes.

Prepares orders and ensures orders are properly executed and distributed as required and recorded in County Court, if necessary.

Processes all applications for relief of liens.

Performs research as needed to verify existence of active violations, outstanding liens and other related information as requested by City departments, general public and financial institutions.

Periodically reviews cases with outstanding code violation liens and informs the property owner of status. Prepares Index to Record on all Special Magistrate cases on appeal.

Swears in witnesses, property owners, and personnel at monthly hearings.

Complies with Florida Public Record laws.

Performs Emergency Response duties as assigned.

Operates a motor vehicle to complete duties as assigned.

Performs work as directed by the department director.

Performs Emergency Response duties as assigned.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, supplemented by college-level courses in advanced office support functions; or at least five (5) years full-time work experience; or an equivalent combination of education, experience, and training.

Considerable experience in public contact work involving quasi-legal activities.

Shall obtain and maintain State of Florida Notary Public status.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve some walking, standing, bending, reaching, sitting; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Demonstrates the physical capability to effectively use and operate materials and equipment common to not only modern office operations in general but also to the specific position of Clerk to the Special Master.

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Data Conception: Demonstrates the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to effectively convey or exchange information, including giving and receiving instructions, assignments and/or direction.

Language Ability: Requires the ability to read and comprehend a variety of materials relevant to government, legal, and municipal administration operations that range from moderate to complex levels.

Intelligence: Requires the ability to analyze and interpret problems and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Demonstrates the ability to communicate efficiently and effectively in Standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Demonstrates the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Demonstrates the ability to coordinate hands and eyes accurately in handling, sorting and filing documents and operating appropriate office equipment.

Manual Dexterity: Demonstrates the ability to properly and effectively utilize a variety of modern office equipment, especially that of: a PC, printer, scanner and PC-related equipment, hardware, and software, audio recording devices and transcribers.

Color Discrimination: May require the ability to differentiate between colors or shades of colors depending on department of assignment.

Interpersonal Temperament: Requires the ability to effectively deal with people from a variety of departments and agencies in both giving and receiving instructions; shall perform under stress of frequent deadlines.

Physical Communication: Demonstrates the ability to talk and/or hear: (TALKING: expressing or exchanging information by means of spoken words; HEARING: perceiving nature of sounds by ear). Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of standard office and secretarial practices and procedures.

Ability to exercise extreme competence in the use, spelling and punctuation of the English language as well as in letter and report composition.

Ability to record and transcribe dictation and meeting minutes in a neat, organized and efficient manner.

Ability to demonstrate superior skills in setting up and maintaining orderly files.

Ability to perform research and to prepare item documentation.

Ability not only in dealing with the public in a professionally pleasant and diplomatic manner but also in creating and maintaining harmonious working relationships with all individuals with whom the incumbent interacts.

Ability to interpret technical legal provisions and administrative directives pertaining to code compliance.

Ability to prepare legal documents for Special Magistrate signature.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date