

Polk County Sheriff's Office Job Description
1907 Court Process Supervisor

April 10, 1994, Revised October 1, 2009

Position Concept:

The Court Process Supervisor effectively and efficiently manages the administrative and clerical duties of the Court Process Section.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Court Process Supervisor may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Supervise office personnel
- Prepare payroll
- Train new office personnel
- Oversee maintenance on equipment
- Interview applicants
- Schedule members' vacations
- Set-up Court Process returns
- Provide answers relating to Section
- Assist personnel/administrator
- Process bills
- Process receipts for fees received
- Schedule enforceable writ process
- Process refunds
- Perform Sheriff's sales
- Maintain petty cash
- Process mail
- Maintain Court Process records
- Notarize paperwork
- Maintain office supplies
- Prepare purchase requisitions

Education, Professional Certification or License:

- Associate's or Bachelor's degree from accredited college or university
- Completion of *CJSTC-approved, 80 hour line supervision course or equivalent
- Certification by the State of Florida as a Notary Public or eligible for such certification
- Valid Florida driver's license

Professional Experience:

- Demonstrated proficiency of keyboarding 45 wpm with no more than 5 errors
- Minimum of five (5) years experience working for a Court Process Section, two (2) years of which must have been managing the Enforceable Writs Desk
- Experience within the Polk County Sheriff's Office Court Process Section is preferred
- Experience in office management and supervision

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Work is performed in an office environment with normal levels of stress

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Required Skills and Knowledge:

Knowledge of:

- Geographical area
- PCSO policy and procedures
- Resources
- Denominations of U.S. currency
- Legal process
- Notary Public Laws

Ability to:

- Process legal papers (writ)
- Operate time and date clock
- Operate a motor vehicle
- Operate office equipment
- Read and write English
- Keep records
- Comprehend Count U.S. currency

Skills:

- Organizational
- Supervisory
- Computer
- Clerical
- Instructor
- Interpersonal
- Keyboarding
- Decision-making
- Basic mathematical
- Alphabetizing
- Research

Physical Requirements:

- Lift 35 lbs.
- Walk
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Speak English understandably
- Manual dexterity
- Ambulate independently

For additional information on this position refer to the Job Task Analysis.