

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 152

CLERK TO THE SPECIAL MAGISTRATE

GENERAL

Highly skilled clerical position serving the Special Magistrate for the City and acting as Liaison Officer between the various City departments and the Special Magistrate.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Ensures the cases sent to the Special Magistrate Office are complete and have met the regulations contained in the Florida State Statute and the City's Code of Ordinances regarding notification.
- Processes the cases through the Special Magistrate in a professional and timely manner.
- Keeps accurate records of all the Special Magistrate proceedings.
- Ensures liens are properly recorded with the Broward County Records Division.
- Collects all fines paid to the Special Magistrate Office and requests the appropriate Satisfactions or Releases of Lien. Receives and logs in code violation notices, assigning the cases to a specific hearing date and provides required notification to the initiating department, the alleged violator and the City Attorney's Office.
- Prepares the agenda for the Special Magistrate hearings.
- Attends Special Magistrate aster hearings and responsible for ensuring all the hearing records are properly recorded and that all cases are called and appropriate orders issued.
- 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.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of standard office and secretarial practices and procedures.
- Knowledge of Microsoft computer programs, such as Word, Excel, Outlook, internet browsers.
- Skill in the use, spelling and punctuation of the English language as well as in letter and report composition.
- Skill in setting up and maintaining orderly files.
- Ability to record and transcribe dictation and meeting minutes in a neat, organized and efficient manner.
- Ability to perform research and to prepare item documentation.
- Ability to type and operate a personal computer, calculator, telephone, copier, and fax machine.
- Ability to compose correspondence.
- Ability to effectively and accurately communicate both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

High school diploma or equivalent. Considerable experience in public contact work involving quasi-legal activities.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

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. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 10/22

Bargaining Unit: Non-Bargaining

FLSA: Non-Exempt

Classification: 20/50

Location: Code Compliance Department

GERS: Regular Class