



SHARON R. BOCK  
Clerk & Comptroller  
Palm Beach County

## EXEMPT OPPORTUNITY

**POSITION TITLE:** Legal Compliance Officer

**DIVISION/DEPARTMENT:** Comptroller Support

### **ABOUT THE POSITION:**

The Clerk's office is seeking a Legal Compliance Officer to perform advanced work in the analysis and monitoring of a variety of contracts. Areas of assignment include, but are not limited to, pre-auditing, contracts and grants, and reconciliations. Incumbents ensure compliance with applicable regulatory standards, generally accepted accounting principles, and approved policies and procedures. This position is responsible for continually reviewing processes and procedures and providing recommendations for streamlining the same.

The Clerk's office has demanding timelines and we need an experienced professional who has a strong sense of urgency and commitment to public service, is comfortable working in a fast-paced environment, is passionate about providing outstanding customer service and desires a challenging and rewarding career

For those candidates who qualify, the Clerk & Comptroller's office offers an excellent benefits package including health, dental, vision, life and disability plans plus participation in the FRS retirement plan.

### **ROLE OF POSITION:**

#### **The successful candidate will perform the following functions:**

Analyzes, reviews, and audits items specific to assigned area for accuracy, regulatory compliance and/or adherence to policies and procedures; performs internal risk assessments; documents results

Recommends improvement of purchasing and contract compliance procedures and cost controls; identifies problem areas, suggests procedures to better coordinate department activity, and streamlines processes

Ensures compliance with special tax revenue ordinances regarding the appropriate use/purpose, accounting, and reporting of same

Explains, applies, and interprets rules, regulations, procedures, policies, and precedents in a clear and concise manner, verbally and in writing; performs complex research; maintains and regularly updates any internal policies and procedures

Works collaboratively with and provides assistance to both internal and external auditors, i.e., responding to inquiries, providing relevant business analysis related data



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Establishes and maintains all necessary contract encumbrances and amendments; coordinates contract amendment process, ensuring amendments are in compliance with original solicitations and contract statements of work or specifications; communicates updates with staff

Regularly updates, maintains, and files executed contracts and amendments; creates and regularly updates contract summaries

Conducts reviews for conflict of interests with proposers, reviewers, and staff

Develops and maintains contract and agreement checklist for program and regulatory changes to ensure compliance and accountability; develops a timeline for review of contract items

Receives and analyzes proposals; evaluates technical bids for responsiveness to and conformance with solicitations

### MINIMUM QUALIFICATIONS:

**The ideal candidate will have experience with contracts along with the following minimum qualifications:**

Bachelor's degree in Finance, Accounting, Business Administration or a related field, supplemented by 3 years of recent and relevant experience provides broad knowledge of public finance administration, automated financial systems and regulatory standards regarding administration of public funds is required; or an equivalent combination of education, training and experience. Experience with government contracts/agreements and/or coursework in Paralegal studies is preferred.

TO APPLY GO TO: [www.mypalmbeachclerk.com/careers](http://www.mypalmbeachclerk.com/careers)

Note: Vacancy postings may be cancelled at any time based on business needs. Applicants who have applied will be notified of cancellations.

*The Clerk & Comptroller's Office is an Equal Opportunity Employer and a Drug-Free Workplace. Depending on the position, candidates are subject to drug screening, a physical and a background check as a condition of employment. Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment and are encouraged to apply for the positions being filled. To claim preference, an applicant must complete and upload both the [Veterans' Preference Claim Form](#) and [required documentation](#) prior to the position's posted closing date. Hiring decisions are based on qualified candidates' non-numerical assessments and numerical assessments, which include interviews. If an applicant claiming veterans'*



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*preference for a vacant position is not selected, they may file a complaint with the Florida Department of Veterans' Affairs (DVA), Division of Benefits and Assistance, 9500 Bay Pines Blvd., Room 214, St. Petersburg, FL 33708. If an applicant seeking veterans' preference in employment in the state of Florida is not selected for the position and is so notified, they must file their complaint with the DVA within 60 calendar days from the date the applicant is notified.*