

# Florida State Courts System

## Class Specification

**Class Title: Appellate Judicial Assistant – Supreme Court**

**Class Code: 8150**

[Pay Grade 21](#)

### General Description

The essential function of the position within the organization is to provide administrative, organizational and clerical support to operations of a Supreme Court justice's office. The position is responsible for administrative and complex clerical tasks of responsibility. The position works under general supervision independently developing work methods and sequences.

### 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.)

Coordinates activities within the justice's office and the activities of the office with the Court; maintains workload distribution among office staff; receives materials such as court files, opinions, writs, motions or correspondence and distributes to appropriate personnel for action.

Maintains the justice's calendar; schedules meetings, conferences and telephone calls; coordinates court calendar and calendar events; makes travel arrangements for the justice.

Screens telephone calls and visitors to the office; provides information, resolves issues, directs caller/visitor to proper personnel or agency, or takes messages.

Drafts and finalizes opinions, orders and forms; proofreads and edits materials such as orders, memoranda, opinions or correspondence for clarity, correct grammar and punctuation prior to materials leaving the office.

Organizes materials received for conferences and oral arguments; verifies materials pertinent to case consideration and presents materials to justice for review prior to conference/oral argument date; performs read-against in rules cases.

Coordinates interviews and the hiring process for Central Staff; provides training and assistance to other office staff; serves as information resource for staff attorneys, interns and personnel outside the office as required.

## APPELLATE JUDICIAL ASSISTANT – SUPREME COURT

Establishes and maintains office procedures to ensure efficient operations; maintains records, files and information storage system; logs assignments in and out of the office.

Serves as liaison among various court offices and communicates with and relays information to judges, legislators, attorneys and their staff.

Coordinates the Distinguished Florida Law Students Intern Program; communicates with law schools and Florida Board of Bar Examiners; conducts judicial orientation; arranges education programs for interns.

Plans and coordinates official court ceremonies, such as investitures, gavel ceremonies, inductions or award ceremonies; drafts brochures and updates training materials and biographies relating to law education; plans and organizes law-related education exhibits and events such as executive tours of the Court; maintains a mini-library.

Performs clerical tasks, such as preparing reports; performing research; preparing correspondence, travel vouchers, financial disclosure report forms or memoranda; maintaining budgets; inputting data; copying for persons with disabilities distributing materials; or maintaining office equipment and inventory of supplies.

Schedules, coordinates and participates in meetings, trainings, conferences and retreats; attends technical or professional classes, workshops or seminars to improve professional skills.

### **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.

Persuades or influences others in favor of a service, course of action, or point of view.

#### **Assets Responsibility:**

Refers to the responsibility for achieving economies or preventing loss within the organization.

## APPELLATE JUDICIAL ASSISTANT – SUPREME COURT

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

### **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 moderate impact - affects those in work unit.

### **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.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing, spreadsheets or custom applications.

## **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.

Associate's degree or the equivalent of two years of college or vocational school education in office skills, business administration or management, paralegal, law 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.

Six years of related experience.

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

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

None