

# Florida State Courts System Class Specification

**Class Title: Chief Deputy Clerk – District Court**

**Class Code: 2610**

[Pay Grade 24](#)

## General Description

The essential function of the position within the organization is to manage operations of the Office of the Clerk of District Court under direction of the Clerk. The position is responsible for supervising staff; acting on and issuing orders as directed by the court; responding to and handling inquiries regarding court policies, procedures and cases; and managing fiscal, clerical and administrative functions of the Office of the Clerk. The position works independently, reporting major activities through periodic meetings.

## 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.)

Supervises staff, including assisting with selection, training, assigning and evaluating work, counseling, disciplining, and recommending termination; prepares employee performance evaluations.

Retrieves and verifies data from the automated case management system to generate internal management, financial and statistical reports; verifies accuracy of dispositional data in management system and on circulation cards; posts case status changes as required.

Screens new cases to identify untimely appeals and appeals taken from non-appealable orders, to determine case type, prohibited filers, and appeals suitable for mediation questionnaire submission; issues orders on motions as directed by the court and in accordance with the rules of the court; determines granting or denying of motions.

Processes incoming mail, making judgments on non-standard filings and pleadings; responds to written and verbal inquiries regarding court policies, procedures and cases from this court's judge's, attorneys, other courts, and pro se litigants, including inmates.

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Maintains a list of prohibited filers, and wallet and supply inventories; maintains and monitors case file destruction schedules; and monitors the manual case management system.

Periodically reviews all active case files and their dockets to insure compliance with the court's policies and procedures. During the review, identifies cases requiring further action and initiates that action including having the case dismissed or having orders issued to correct any deficiencies identified.

Interacts and exchanges information with ISS, Supreme Court personnel, other DCA's and lower tribunals; reviews Supreme Court remands for further action; resolves problems regarding procedural questions from pro se litigants by telephone and in person.

Ensures compliance with policy, procedures, laws and appellate rules for area of responsibility; interprets policy for staff as required.

Performs and manages clerical functions, such as preparing correspondence or financial reports, performing data entry, or preparing court calendars and schedules.

Attends or conducts staff and other professional meetings to exchange information; attends technical or professional workshops or seminars to improve technical or professional skills.

Performs duties of the Clerk in his/her absence, including authoring and issuing court orders.

## **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.

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

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### **Assets Responsibility:**

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

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through assisting with the management of a moderate sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high value materials, supplies and equipment, or providing routine legal counsel.

### **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 professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

### **Complexity of Work:**

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or 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 moderately serious impact - affects work unit and may affect other units or citizens.

### **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.

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Handles machines, tools, equipment, or work aids involving moderate 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 and Case Management System.

### **Safety of Others:**

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

## **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.

Bachelor's degree in business administration, 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, including extensive knowledge of operations of the Office of the Clerk of Court and the State Courts System.

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

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

None