

Florida State Courts System Class Specification

Class Title: Deputy Clerk II – Supreme Court

Class Code: 2604

[Pay Grade: 17](#)

General Description

The essential function of the position within the organization is to provide complex clerical support for the processing, maintaining or posting of information for Supreme Court cases. The position is responsible for maintaining the status of assigned cases, circulating files to the justices, creating and issuing orders, issuing mandates, docketing and filing pro-se/inmate mail, docketing Bar mail and pleadings filed in cases, serving as information resource, preparing opinions for release to the public, and performing related clerical tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

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.)

Maintains the status of death row inmates, including updating incoming data received electronically; docket mail for death penalty cases; prepares memorandums, orders and letters for the Court and staff.

Checks briefs, motions and other pleadings filed for death penalty cases with the Court to ensure proper filing; prepares appeals, including initial, resentencing, retrial, 3.850's, petitions for habeas corpus, mandamus prohibition and non-final.

Assists in releasing the Court's decisions to publishers for legal publication and posting on the Internet for the press and general public; runs reports and verifies for accuracy; makes copies of opinions for circulation and mail outs.

Circulates cases to the justices; enters votes on various motions, prepares disposition orders and issues mandates.

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Dockets incoming pro-se/inmate mail/pleadings filed; ensures documents for files comply with regulations; strikes briefs and motions for non-compliance and issues orders requesting proper documents; ensures proper order of files for review by justices.

Contacts other courts for status of cases; addresses incoming telephone calls and corresponds with Attorney General's office and Department of Corrections in reference to case files.

Dockets Bar mail; acknowledges and works up new Bar and rule cases; places electronic formats of briefs on web site; docket rule case mail.

Interacts with other Court personnel, attorneys and the general public in person and by telephone to provide information and answer questions.

Creates and issues orders based on direction given by justices and/or Clerk of the Court.

Performs clerical tasks, such as responding to correspondence, performing data entry, requesting and returning records/files, preparing routine reports, shredding, faxing or photocopying.

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.

Collects, classifies, and formats data or information.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

Assets Responsibility:

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

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Requires responsibility and opportunity for achieving minor economies and/or preventing minor losses through the management or handling of supplies of high value or moderate amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people 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.

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 or spreadsheets.

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 in 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.

Four 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