

Florida State Courts System Class Specification

Class Title: Deputy Clerk III

Class Code: 2605

[Pay Grade 20](#)

General Description

The essential function of the position within the organization is to lead in the processing of appellate case files. The position is responsible for processing and distributing incoming pleadings and mail; preparing, reviewing and entering orders and mandates; training and monitoring departmental personnel; serving as information resource; docketing incoming briefs; reviewing filings; managing files/records; and performing other related clerical tasks. 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.)

Screens incoming mail and pleadings; date stamps materials, determines if properly directed, and checks for adherence to procedures; docket into CMS and determines if need exists for expediting delivery; distributes materials to appropriate personnel.

Dockets incoming briefs and reviews for compliance with Florida appellate procedures and court policies.

Reviews court orders for format and compliance with court policies and procedures and to sign the orders; prepares orders identifying deficiencies in the brief and provides orders including sanctions to the court for approval and issuance.

Supervises assigned personnel, including training, monitoring, reviewing work products and assisting with task completion as needed.

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Provides requested information to departmental employees, other court personnel, judges, attorneys and the general public regarding procedures and policies in processing cases pending before the court.

Works with judges in providing voluntary dismissals, pleadings, supplemental authorities and other court filings to appropriate judge or panel of judges upon assignment of a case for consideration.

Serves as Chief Deputy Clerk in his/her absence, and the case assignment division chief; assumes responsibility for supervising Clerk's Office personnel and functions, approving work assignments and leave; acts as departmental spokesperson.

Provides orientation and assists new court employees, deputy clerks and judges with functions of the Clerk's Office.

Serves as a source of information for co-workers, clerk of court, judges and judicial staff in the applicable policies and procedures for processing appellate cases.

Processes notices of appeal and notice to invoke discretionary jurisdiction and transmits those notices to the court; photocopies and circulates opinions.

Receives and receipts incoming fees and distributes to appropriate personnel for processing.

Reviews filings for new cases and distributes documents regarding non-existing cases to Deputy Clerk for further processing.

Performs clerical tasks, such as filing pleadings and pulling files for court, processing and delivering mail and files, scanning briefs, maintaining records/files, making requested photocopies, or preparing routine and specialized reports.

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.

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Persuades or influences others in favor of a service, course of action, or point of view; may instruct or assign duties to coworkers.

Assets Responsibility:

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

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 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.

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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 and Case Management System.

Ability to lift boxes weighing up to 25 pounds over their heads.

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 law, business administration 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.

Five 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