

## **Florida State Courts System Class Specification**

### **Class Title Executive Assistant to State Courts Administrator**

**Class Code: 9015**

**Pay Grade: 28**

### **General Description**

The essential function of the position within the organization is to provide support and input to the State Courts Administrator on development and implementation of policies, procedures and support services for the State Courts System. The position is responsible for preparing reports and presentations on special projects, serving as statewide ADA coordinator for the judicial branch, coordinating and supporting various court committees, serving as committee appointments coordinator for the judicial branch, and making recommendations for improvements in Courts System policies, procedures and operations. 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.)

Conducts research, data collection and analysis, and prepares reports and presentations on special projects, such as Chief Justice orientation sessions, Justice Institute for business leaders, committee reports, or national surveys.

Serves as statewide ADA coordinator for the judicial branch; researches statutes and regulations; facilitates training, including developing curriculum and serving as faculty; advises on policy matters.

Coordinates and supports the work of various court committees, including OSCA executive and management teams, OSCA administrative support staff, chief judges/court administrators and the Judicial Compensation Committee.

Serves as committee appointments coordinator for the judicial branch, including maintaining appointment schedules for Chief Justice, drafting and editing administrative orders, and developing handouts regarding court committees and their accomplishments.

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Collects and analyzes information on OSCA and State Courts System policies, procedures and operations in order to make recommendations for improvements, provide guidance on policy implementation, and draft correspondence for Chief Justice and State Courts Administrator.

Provides support on diversity issues in the judicial branch, including staffing committees; responds to inquiries from trial and appellate courts; conducts special projects involving research, data collection and analysis; provides input on policy.

Prepares correspondence and presentation materials for State Courts Administrator, Chief Justice and other court staff; responds to inquiries via telephone, letters and e-mail; reviews correspondence and reports prepared by other court personnel to provide quality control.

Serves as liaison with other Supreme Court offices and staff, and coordinates building-wide projects and functions.

Prepares budget requests and work plans; develops written information regarding the functions, activities and tasks of Courts System components; monitors legislation within subject matter expertise.

Attends staff and other professional meetings to exchange information and/or take minutes; attends technical or professional workshops or seminars to improve technical or 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.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

#### **People Responsibility:**

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

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

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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 moderate economies and/or preventing moderate 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 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 principles of logical thinking or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous 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 moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such

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as computers, peripherals, software programs, such as word processing or custom applications, scanners or LCD projectors.

### **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 or management 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