

Florida State Courts System Class Specification

Class Title: Supreme Court Director of Public Information

Class Code: 9070

[Pay Grade 33](#)

General Description

The essential function of the position within the organization is to provide information relating to the Supreme Court to State Courts System personnel and the public. The position is responsible for handling crisis communications, providing information to the public and the media, serving as web master for web sites of responsibility, providing legal advice related to court communications and judicial ethics, advising judges and court personnel on media relations, collecting and distributing press clippings, and performing administrative functions. The position works independently, reporting major activities through periodic meetings with Chief Justice.

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.)

Handles crisis communications, such as during hurricanes, political events or other high-profile situations.

Answers inquiries from the media and the public; maintains contact with the media, issuing press releases and advisories as appropriate; advises Justices and court personnel regarding their interaction with the media.

Serves as Supreme Court web master; updates and maintains press, public information and Supreme Court pages on the web site; coordinates broadcasting of court arguments and other courtroom events with WFSU television station and the Florida Channel.

Prepares press summaries of oral argument cases; distributes printed summaries and places the information on the web site; converts related briefs to PDF and links to web site.

Converts court opinions into PDF for release to the news media; assists the media in court, ensuring compliance with court policies by media personnel.

Provides assistance to justices as required, including writing speeches and making editorial board visits; assists with planning, scheduling and scripting special events, such as ceremonial sessions of the Court or swearing in of new attorneys.

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Studies and coordinates with the General Counsel on legal issues associated with public record requests filed with the Court; serves as communications counsel on legal matters associated with internal and external communications, including judicial ethics.

Serves as faculty on various educational programs, such as the Reporters' Workshop, or the National Center for Courts and Media programs.

Manages administrative matters, such as conducting special studies, preparing routine or special reports, managing the staff of the Office of Public Information, or maintaining record/file systems.

Attends staff, Court, Bar, committee and other professional meetings and conferences to exchange information; attends technical or professional seminars or conferences 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.

Conducts research to discover new methodologies or to find solutions for unresolved problems.

People Responsibility:

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

Mentors others by advising, counseling, or guiding them.

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 and subtraction, multiplication and division, and/or calculate ratios, rates and percents.

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Communications Requirements:

Involves the ability to read, write, and speak.

Reads and interprets highly complex professional materials involving abstract theories and concepts; writes for professional publications; develops and presents papers; speaks before professional and civic 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 broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist; 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 extremely serious impact - affects entire organization and impacts other activities/organizations and the general public; damage is highly likely.

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.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing 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.

Bachelor's degree in communications, Juris doctorate degree.

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

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perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Seven years of related experience, including a working knowledge of the Florida press corps and a thorough understanding of Supreme Court operations.

Licenses, Certifications, and Registrations Required:

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

Membership in the Florida Bar.