

Florida State Courts System Class Specification

Class Title: Career Staff Attorney – Supreme Court

Class Code: 8280

[Pay Grade 66](#)

General Description

The essential function of the position within the organization is to assist the Justices of the Florida Supreme Court in processing legal cases. The position is responsible for researching and analyzing legal issues, summarizing legal arguments, drafting opinions/orders and other Court documents, reviewing and proofreading Court documents to ensure correctness, and performing related administrative functions. 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.)

Researches and synthesizes case law and secondary law; reads and interprets statutes.

Summarizes legal arguments, researches and analyzes legal issues and makes recommendations to assist justices with determinations of jurisdiction, disposition of original proceedings and motions, and preparation for oral argument/court conference; serves as lead attorney on time-sensitive or complex cases.

Drafts memoranda, summaries, orders/opinions, and other Court documents.

Reviews and advises on circulating opinions, memoranda, and summaries from other offices.

Reviews opinions before release for correctness; oversees release of opinions.

Coordinates with Clerk's Office on procedural issues and advises Clerk's Office on cases.

Mentors/trains, supervises, reviews work of, and/or makes assignments to other attorneys; supervises and trains interns.

Develops "institutional knowledge" and acts as a resource for office and Court staff.

Conducts tours of the Court for the public.

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Prepares court conference agenda; records and circulates conference action.

Assists in organizing office workflow and developing strategies and procedures for processing cases.

Attends staff meetings and court conferences to exchange information and discuss cases; attends legal/professional workshops, 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 regarding problems that may be resolved by legal or professional principles.

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 providing of 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.

Communication Requirements:

Involves the ability to read, write, and speak.

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Reads and interprets highly complex professional materials involving abstract theories and concepts; writes for professional publications; develops and presents papers at professional conferences.

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 severe impact - affects entire organization, other activities/organizations, the general public, and a wide geographic area.

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, spreadsheets, or custom applications.

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 responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

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.

Juris doctorate degree.

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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 experience in the practice of law, subsequent to Bar admission or five years experience as a judicial law clerk or staff attorney.

Licenses, Certifications, and Registrations Required:

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

Requires membership in the Florida Bar.