

Florida State Courts System Class Specification

Class Title: Communication Specialist

Class Code: 6410

[Pay Grade 23](#)

General Description

The essential function of the position within the organization is to design, produce, coordinate and release law/court-related information to the public. The position is responsible for media relations, production of informational and educational materials, assisting with special events, maintaining a web site, and performing 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.)

Maintains web site and responsible for creating, proofreading, editing and updating informational copy.

Writes, designs layouts for, and edits public information materials, such as news releases, speeches, bulletins, photographs, flyers, brochures, posters, advertising copy, and related publicity materials.

Develops, coordinates and implements educational law programs, presentations and activities for school-aged children, college students, local and international organizations, law firms and the general public.

Manages media relations; prepares, schedules and releases court-related information for publication or announcement; disseminates critical written material and provides answers to the media, both public and departmental inquiries.

Participates in planning and coordinating major events, such as special circuit events, projects, or news and press conferences.

Serves as the AOC's departmental records management liaison officer; performs duties, such as providing support to staff on Public Records Law, Florida Administrative Codes or record retention/disposition; coordinates and processes requests.

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Serves as a liaison for the circuit, providing guidance to public schools, high school Law Magnet programs and Florida Law-related Education Association, Inc.

Coordinates college and high school interns and community service volunteers for placement of assignments and evaluation of hours worked; provides intern/volunteer training as required.

Provides support to other areas of the office, such as assisting the media and general public, coordinating judicial investitures, writing, editing and distributing publications or other ad hoc projects as assigned by the supervisor.

Writes internal and external memoranda for management; reviews and maintains database and files of court-related articles in various media outlets, such as newspaper, television or Internet.

Works with General Counsel and Court Leadership Team to provide requested public record requests; serves as circuit spokesperson when needed.

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.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

People Responsibility:

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

Persuades or influences others in favor of a service, course of action, or point of view.

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.

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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 basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes 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 logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

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 as computers, peripherals, or software programs, such as word processing or custom applications such as Desktop Publishing.

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.

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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 journalism, advertising, marketing, public relations 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.

Two 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