

# Florida State Courts System Class Specification

**Class Title: Communications Coordinator**

**Class Code: 6450**

[Pay Grade 28](#)

## **General Description**

The essential function of the position within the organization is to oversee and coordinate print, video and electronic communications projects of a circuit court. The position is responsible for staff supervision; planning, developing, writing, producing and directing court publications and videos; assisting and coordinating local and national media in accessing the court and documents; coordinating outreach programs; writing speeches; drafting judicial correspondence; 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.)

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and recommending termination; prepares periodic employee performance evaluations.

Researches, develops and writes copy for video, publications, brochures, speeches, electronic media, and judicial correspondence.

Coordinates and implements video production, including transport, setup and breakdown of lighting, sound, cameras, backgrounds, monitors and teleprompters; includes post-production review of final video.

Coordinates and directs print production, including consulting on layout, proofreading, and in-house printing and processing.

Responds to requests from representatives of the media for case related information, files and documents; provides media with times and dates of upcoming court events or court proceedings; assists with physical coverage of courtroom events.

Attends court events and programs for print and video coverage to include photographs, videotaping, reporting and interviewing of key participants.

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Organizes, schedules and implements outreach programs, such as “Inside the Courts,” town halls, judicial speaking engagements and VIP visitations; assists with courthouse tours.

Coordinates, bids out and orders court brochures, publications, NCR forms and outreach materials; oversees publication updates and stock; manages court mail lists and coordinates and implements court bulk mailings.

Directs judicial support, including assisting with presentation materials, technical support, facility support and special assignments.

Participates in on-camera presentations for court videos, including rehearsals and tapings.

Attends or conducts staff and other professional meetings to exchange information; attends technical or professional classes, 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.

Directs others in major events and reports on activities and results.

### **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.

### **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 equipment or materials 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.

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

### **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, scientific, or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, 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 serious impact - affects most units in organization, and may affect 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.

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 video cameras, production lighting, teleprompters, microphones or backdrops.

### **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 business administration, 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.

Three years of related experience in print and video production, a working knowledge of media practices and procedures and an understanding of the judicial system and the processes of the Florida State Courts System.

#### **Licenses, Certifications, and Registrations Required:**

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

None