

Florida State Courts System Class Specification

Class Title: Court Counselor

Class Code: 7305

[Pay Grade 19](#)

General Description

The essential function of the position within the organization is to provide information on families involved in legal action to facilitate court decisions in the best interest of the children. The position is responsible for conducting interviews to gather information; reviewing and analyzing family records; making home visits; preparing reports for the court; attending depositions, hearings and trials; and performing related clerical tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

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 interviews in person and by telephone with families involved in legal action, such as high conflict divorces, paternity actions or custody disputes; interviews parents, children, other family members, friends and acquaintances.

Obtains, reviews and analyzes records from sources such as law enforcement, abuse registry, medical, educational, psychological, employment and court records pertaining to parties and children involved in cases of responsibility.

Observes living conditions and situation of each party involved in the investigation; observes interaction between parents and children and any other adults living in the household.

Determines whether a situation warrants notification of the court and provides memorandum as appropriate.

Compiles comprehensive, impartial reports addressing specific concerns of the court and parties involved in cases, including evaluation of statutory factors; makes recommendations for everyone involved in the investigation; requests/monitors drug screenings.

Attends depositions, court hearings and trials; testifies regarding observations and findings and recommendations for the family as required; provides referrals to parties and/or children.

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Assists pro se litigants via telephone and correspondence with information needed to assess their cases prior to hearings; attends pro se hearings to assist with issues of paperwork or referrals needed by parties involved.

Reviews court case list for cases in need of case management conferences or dismissal and to set cases for hearings as required; retrieves, reviews and tabs case files for pertinent information for cases being heard.

Assists with calendar preparation and trial notices; attends case management hearings to assist in court order preparations; attends conferences regarding court case management with judge's staff.

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.

Collects, classifies, and formats data or information.

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 minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

Involves the ability to read, write, and speak.

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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 supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent 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 moderate impact - affects those in work unit.

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 or uses 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.

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.

Bachelor's degree in social work, psychology, counseling or a closely related field.

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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.

Three 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