

Florida State Courts System Class Specification

Class Title: Court Education Program Coordinator

Class Code: 6400

[Pay Grade 20](#)

General Description

The essential function of the position within the organization is to plan, coordinate and implement continuing education courses for judges and other judicial personnel. The position is responsible for collaborating with planning committees, negotiating with hotels and printers, reviewing contracts, preparing flyers/announcements, maintaining records, managing budgets, purchasing course supplies, preparing financial reports, preparing and shipping educational materials, serving as a registrar, and supervising compilation of program evaluations. 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.)

Distributes copies of original course materials for attorney/planning committee review; edits and formats materials for publication; requests copyright permission; creates course cover pages, compiles biographies for inclusion and copies materials as requested.

Prepares course materials for the bid process; contacts vendors, completes the request for bids process, and awards the contract in compliance with State of Florida and State Courts System rules and regulations.

Contacts various hotels with program specifications and reviews hotel floor plans to determine meeting space capacity; provides information to planning committee and assists with negotiations for selected site; selects food and beverage menus in collaboration with planning committee.

Ensures facility's on-site contract compliance and serves as on-site primary liaison with hotel staff; acts as liaison with audio-visual company in ensuring provision of correct equipment; submits required paperwork on equipment for payment.

Designs, prepares and mails, or e-mails, program announcements, including program information, agendas and application forms.

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Collects and deposits registration fees for courses, including balancing registration fee log, preparing financial reports showing monies collected and deposited, and requesting payment for vendors.

Creates a database for evaluating program, continuing judicial educator's reporting, budget maintenance, participant registration, faculty history, and hotel logistics and requirements.

Prepares, compiles and maintains participant registration list based on applications received; responds to applications by mail or e-mail with additional information.

Answers telephone inquiries from judges, judicial assistants and other court personnel concerning enrollment status, program dates, and requests for materials, travel and reimbursement-related and other questions using the online judicial database.

Supervises the creation, completion and compilation of evaluations for educational programs; assists judges in completing evaluations online; reviews and corrects evaluations as required.

Provides on-site faculty and participant support, including managing copying, providing updated participant lists, and operating audio-visual equipment, providing supplies/packets, delivering messages and arranging security.

Maintains internal office records and correspondence for programs in master program notebook; maintains original material files for all courses; provides "office copy" of course materials and maintains financial notebook for programs.

Performs miscellaneous clerical and accounting tasks, such as maintaining financial records; updating information in databases; preparing name tags, desk name tags and certificates for faculty, program participants, guests and staff; processing invoices for payment; and checking continuing education status of judges to ensure completion of required courses.

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.

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

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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 responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies 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.

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

Communications Requirements:

Involves the ability to read, write, and speak.

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes 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 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 and other units.

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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.

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.

Education or training equivalent to a bachelor's degree in education, public administration, communication 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.

One year of related experience, especially experience in meeting planning for large groups.

Licenses, Certifications, and Registrations Required:

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

None