

Florida State Courts System

Class Specification

Class Title: Court Operations Consultant

Class Code: 7110

[Pay Grade 28](#)

General Description

The essential function of the position within the organization is to plan and manage projects and provide assistance to judges and staff to facilitate efficient court operations. The position is responsible for supervising staff, managing projects of responsibility, budgeting, facilities management, developing written and graphic content/materials, serving as a court liaison to other related state agencies and county governments, attending meetings, 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 providing guidance and direction, training, assigning and evaluating work, counseling and recommending disciplinary action.

Conducts general court administration for circuit courts by assisting judges, coordinating technology needs, representing the courts at meetings, planning for coverage during absence of staff, completing special projects and compiling reports.

Administers fiscal management for circuit, developing circuit budgets, monitoring funds, and auditing revenue and expenditures; develops budgets for special events.

Manages special projects such as DV or JCMIS technology projects, and manages related federal grant budgets; completes grant reporting requirements; develops and presents training materials.

Coordinates facility management of court houses, including planning and design of office space, remodeling, purchasing functional furniture and equipment, planning security needs and ADA accommodations, and coordinating repairs and maintenance.

Develops, implements, and manages court programs, such as Truancy Court and Misdemeanor Probation, based on research and need; provides technical

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assistance to other programs, such as Teen Court, to ensure programs continue to operate efficiently.

Researches and collects information for use in development of written and graphic materials in multimedia environments; writes/edits and creates layout content for a variety of mediums.

Provides and analyzes audience statistics and reports; represents initiatives at public events and other governing bodies; designs, develops and implements closed-circuit multi-screen television channel.

Gathers information/data and prepares special reports documenting activities for the area of responsibility; provides analysis and recommendations on various family court issues as directed by superior.

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

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.

Exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

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.

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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 professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

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, 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 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.

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 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 information technology, business management, public or business administration, social science 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.

Five 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