

Florida State Courts System

Class Specification

Class Title: Court Operations Manager

Class Code: 7150

[Pay Grade 200](#)

General Description

The essential function of the position within the organization is to assist a Marshal of a District Court of Appeal, Trial Court Administrator, and/or Chief Judge, in the organization, development, and implementation of court services and one or more court program, such as budget development, personnel administration, purchasing, facility management, court interpreters, alternative sanctions, family court, court reporting, and jury management. This position provides supervision and management oversight of court support staff by assigning and reviewing work, conducting performance appraisals, and recommending and arranging training. The position may perform supervisory duties including hiring and training of court staff and conducts performance evaluation for subordinate staff. The position is also responsible for monitoring the performance of various court programs to assure compliance with court policy and procedures. 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.)

Monitors the performance of various court programs to assure compliance with court policy and procedures.

Supervises staff and conducts personnel management functions (i.e., interviews, selection, counseling, discipline, performance evaluations, and staff meetings).

Maintains scheduling of staff for coverage of courts of responsibility.

Assists with design and specifications of audio/video and digital court reporting systems used in the courts; installs, repairs and maintains audio/video systems throughout the courts.

Assists with design and specifications of video teleconferencing systems used by the courts and Sheriff's offices, including video magistrate court; responds to requests for new technology equipment.

Compiles statistics and data of activities of the program to which assigned as required for submission to the Supreme Court.

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Reviews and audits contractual services invoices rendered for the program to which assigned; reviews for accuracy of hours reported.

Gathers information/data to support periodic and special reports documenting and evaluating activities for the area of responsibility.

Performs administrative tasks such as developing and administering budgets for the area of responsibility, managing Web sites or preparing correspondence and memoranda.

Attends staff, Emergency Management and other professional meetings to exchange information; attends technical or professional classes, workshops or seminars to improve professional skills.

Develops, implements and updates standards, policies, procedures, and staffing needs for the program to which assigned.

Reviews, approves and ensures the accurate maintenance of all records, reports, statistical data, documentation, computer data, and files concerning the division's activities.

Establishes and maintains effective liaison and communication with the Judiciary, Court Administration staff, Clerk of the Court, DCA, and other parties relevant to the area of responsibility.

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.

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Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of equipment 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 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 financial reports and legal documents; makes presentations to professional groups; writes periodic reports on department operations.

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, medical, 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 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 recording equipment, computers, peripherals, or software programs such as word processing or custom applications.

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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.

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 management, judicial or public administration, criminology 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, including two years of supervisory experience.

Licenses, Certifications, and Registrations Required:

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

None