

Florida State Courts System Class Specification

Class Title: Deputy Clerk I

Class Code: 2601

[Pay Grade 13](#)

General Description

The essential function of the position within the organization is to process the cases in the court and provide customer service. The position is responsible for processing motions, issuing court orders, setup new cases, delivering mail, providing customer service, performing research of procedural and simple issues, and performing other 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.)

Processes opinions of the court, prepares Clerk's orders, and court's extension orders, issues orders on pending motions, employing discretion in wording orders on motions in accordance with court directives.

Confirms judge's signature on opinions, confirms case numbers, stamps, prints envelopes, checks pending motions, copies and routes opinions to judges; attends oral arguments as Court Clerk as required.

Checks calendar for accuracy; creates opinion list; prints clean copies and copies to mail out; makes docket entries and copies of requested court dockets and documents.

Provides customer service/assistance in person and by telephone to attorneys, the general public and judicial staff members, lower tribunal judges, staff and the press regarding court-related matters.

Researches legal issues surrounding appellate court rules and policies; explains court rules and policies to pro se litigants and other involved parties who possess little knowledge of the Florida appellate court system's procedures and practices.

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Prepares mandates to transmit final opinions to lower tribunals and litigants.

Enters data in the case Management System from notices of appeals and original proceedings.

Prepares correspondence to pro se litigants, attorneys and other involved parties regarding court rules and policies.

Reviews briefs and amended briefs to determine whether in compliance with the issued court order; proofreads mandates prior to distribution.

Performs clerical tasks, such as processing and delivering mail, setting up and maintaining filing/record systems, preparing mailers for publishers and Chief Judge, maintaining dockets, or preparing routine reports.

Returns records to the lower tribunal and destroys case files in accordance with the court approved destruction schedule.

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.

Provides assistance to people to achieve task completion.

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.

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

Communications Requirements:

Involves the ability to read, write, and speak.

Reads journals and manuals; composes routine reports and business letters using proper format and grammar; speaks to groups of coworkers and people 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 skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional 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 minor impact - affects only those in immediate work area.

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 some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing and Case Management System. Ability to lift boxes weighing up to 25 pounds over their heads.

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.

Associates degree in law, paralegal 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.

One year of related experience.

Licenses, Certifications, and Registrations Required:

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

None