

Florida State Courts System Class Specification

Class Title: Deputy Clerk I – Supreme Court

Class Code: 2603

[Pay Grade 15](#)

General Description

The essential function of the position within the organization is to provide clerical support in the processing and maintaining of Supreme Court cases. The position is responsible for circulating files to the justices, processing and issuing orders, issuing mandates, docketing and filing mail and pleadings, serving as information resource, and performing related clerical tasks. The position works under direct supervision according to set procedures.

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.)

Circulates cases to the justices; enters votes on various motions, prepares disposition orders and issues mandates.

Dockets incoming mail/pleadings filed; ensures documents for files comply with Court regulations; strikes briefs and motions for non-compliance and issues orders requesting proper documents.

Creates and issues orders based on direction given by justices and/or Clerk of Court.

Provides customer service/assistance in person and by telephone to attorneys, the general public and judicial staff members 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 possessing little knowledge of the Florida appellate court system's procedures and practices.

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Prepares correspondence to pro se litigants, attorneys and other involved parties regarding court rules and policies; writes memorandums summarizing legal research.

Reviews amended briefs to confirm compliance with the issued court order; proofreads mandates prior to distribution.

Performs clerical tasks, such as responding to correspondence, performing data entry, requesting and returning records/files, preparing routine reports, shredding, faxing or photocopying.

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 some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small 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.

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Reads journals and manuals; composes specialized 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.

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 paralegal, law 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.

Two years of related experience.

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Licenses, Certifications, and Registrations Required:

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

None