

# **Florida State Courts System Class Specification**

**Class Title: Deputy Clerk II**

**Class Code: 2602**

[Pay Grade 15](#)

## **General Description**

The essential function of the position within the organization is to perform detailed clerical tasks for the Office of the Clerk of Court in the processing of appellate case files. The position is responsible for delivering files and mail, filing closed civil and criminal files and appendices, scanning criminal briefs, clocking in, filing and retrieving civil and criminal records for argument, returning civil and criminal records, and making requested photocopies. 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.)

Screens perfected appeals for predetermined judge's conflicts and argument/conference assignments.

Prepares, maintains and distributes argument/conference calendars; assigns civil and criminal plenary appeal panels and unscheduled appeal panels.

Posts disposition orders and opinions and official reporter case citations to automated case management system.

Prepares publication authorization release cards for opinions/decisions and issues mandates and notices.

Establishes and creates new plenary appeals and creates appeals docket screens in automated case management system.

Prepares case circulation queuing cards and receipts/invoices; files fees.

## **DEPUTY CLERK II**

Prepares/issues acknowledgements for newly filed plenary appeals to attorneys, involved parties and lower court clerks; prepares/issues orders to expedite appeals as appropriate.

Serves as liaison for lower tribunal judges and lower court clerks as required.

Files appendices and exhibits; clocks in, files and returns civil and criminal records; returns lower court records; forwards mediation program information/questionnaires to attorneys for suitable appeals.

Performs clerical tasks, such as processing and delivering mail and files, scanning briefs, retrieving court records for oral arguments, maintaining records/files, making requested photocopies, maintaining dockets or preparing routine reports.

### **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 amounts of case for court fees, 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.

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

## **DEPUTY CLERK II**

### **Communications Requirements:**

Involves the ability to read, write, and speak.

Reads journals and manuals; composes 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 coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or 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.

### **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.

Associate's degree in law, office skills 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

## **DEPUTY CLERK II**

recommended experience on a year-for-year basis, excluding supervisory experience.

Three 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