

Florida State Courts System Class Specification

Class Title: Deputy Director of Public Information

Class Code: 6480

[Pay Grade 29](#)

General Description

The essential function of the position within the organization is to help director of public information provide information relating to the Supreme Court to State Courts System personnel and the public and handle crisis communications, providing information to the public and the media. The position also assists in producing informational materials, coordinating special events, preparing new releases for the media, collecting and distributing press clippings, and performing related clerical and administrative functions. The position works under general supervision independently developing work methods and sequences.

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.)

Assists director of public information in handling crisis communications, such as during hurricanes, political events or other high-profile situations.

Assists director of public information in answering inquiries from the media and the public; maintains contact with the media, issuing press releases and advisories as appropriate.

Prepares press summaries of oral argument cases. Assists director of public information in working with the news media in court, ensuring compliance with court policies by media personnel.

Writes informational material, such as reports, news releases, fact sheets, journal and special publication articles; performs journalistic research in preparation for writing articles for special publications.

Coordinates or assists in coordinating special events for court-related functions..

Performs administrative/clerical tasks, such as developing departmental budgetary requirements, preparing correspondence, or gathering and maintaining data/information to support periodic and special reports documenting activities for the area of responsibility.

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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.

Gathers, organizes, analyzes, examines or evaluates data or information and may prescribe action based on these data or information.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Speaks or signals to people to convey or exchange information of a general nature.

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 and subtraction, multiplication and division, and/or calculate ratios, rates and percents.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads and interprets advanced professional materials; writes extremely complex reports and papers; speaks to high level professional groups.

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 logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

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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 or custom graphic design 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.

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 journalism, public relations, marketing 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 a working knowledge of the Florida press corps and thorough understanding of Supreme Court operations.

Licenses, Certifications, and Registrations Required:

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

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Requires a valid State of Florida Driver's License.