

Florida State Courts System Class Specification

Class Title: Deputy State Courts Administrator

Class Code: 9010

[Pay Grade 37](#)

General Description

The essential function of the position within the organization is to direct, oversee and provide leadership for operations of the Administration unit of responsibility. The position is responsible for staff supervision; planning; providing legal advice, counsel and guidance; overseeing work plans, strategies and work product of staff; assisting in development of policies and procedures; and performing administrative functions. The position formulates long range goals for the organization and develops policy and position papers in cooperation with the state courts administrator and judicial officers.

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.)

Supervises staff, including organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prioritizes unit work projects.

Responds to and allocates requests for legal assistance from System personnel; reviews attorneys' work and coordinates with all OSCA attorneys on legal issues.

Reviews expenditure and personnel activity and makes appropriate recommendations for improvements; reviews, edits and approves OSCA work product, such as reports and recommendations to the Supreme Court from OSCA staffed committees.

Addresses Courts System records issues; provides records guidance/training to System personnel; drafts records policy and procedures; assists committees with records issues and coordinates with PIO's and custodians on citizen and media requests; provides representation in public records cases.

Oversees and coordinates periodic information sharing/exchange with trial court administration; provides assistance with legal aspects of internal investigations; assists with outreach to external constituent groups.

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Advises System employees on and ensures compliance by staff with pertinent state, federal, and FCS personnel and employment laws and policies; responds to charges of discrimination in state/federal administration forums; drafts complaint policy/procedures; addresses diversity issues.

Provides legal guidance on procurement/contractual matters within SCS; assists with drafting of procurement policy; oversees large purchases;

Provides legal guidance on Americans with Disabilities Act (ADA) Title I and Title II requirements and on ethics issues concerning judicial officers and court employees; provides or assists with training on ethics and ADA issues.

Serves as liaison and provides staff support to various internal operations, such as building or budget committees or deferred compensation advisory board;

Coordinates with appropriate individuals and entities regarding legal representation and insurance coverage for courts, judicial officers and employees named in lawsuits.

Collaborates with senior management to develop short and long range plans; oversees implementation of plans to ensure adherence to organizational standards, policy and procedures, and to make adjustments as needed.

Develops, presents, and defends unit budget requirements; oversees and approves departmental expenditures; prepares financial forms and reports.

Conducts seminars, facilitates meetings, plans retreats, and makes public presentations regarding judicial branch administration topics such as government/judicial branch ethics and professionalism, diversity, or court administration.

Reviews legislation; coordinates/communicates with SCS personnel and legislative staff on legal issues arising from legislation; identifies court rules impacted by new laws.

Oversees administrative matters such as conducting research, preparing routine or special reports, assessing staff training needs and providing for technical or professional growth, or preparing periodic employee performance evaluations.

Conducts staff, committee and other professional meetings and conferences to exchange information; attends technical or professional seminars or conferences to improve professional skills.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are

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intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Conducts research to discover new methodologies or to find solutions for unresolved problems.

People Responsibility:

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

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility for achieving major economies or preventing major losses through the management of a highly complex and/or technical department, or through developing and recommending policy as legal counsel.

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 and interprets highly complex professional materials involving abstract theories and concepts; writes for professional publications; develops and presents papers.

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 broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist; requires sustained, intense concentration for accurate results and continuous 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 extremely serious impact - affects entire organization and impacts other activities/organizations and the general public; damage is highly likely.

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.

Establishes methods and procedures for acquiring and handling machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing, spreadsheets or custom 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 considerable responsibility for the high-level management of the provision of continuous enforcement of the laws and standards of public health and safety.

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 public, business or judicial administration; law; or a closely related field. A master's degree is preferred.

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.

Ten years of related experience, including extensive knowledge of the Florida State Courts System.

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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