

# **Florida State Courts System Class Specification**

**Class Title: Program Attorney**

**Class Code: 5000**

[Pay Grade 25](#)

## **General Description**

The essential function of the position within the organization is to provide legal consultation to court programs of responsibility. The position is responsible for reviewing database development, policy matters, and statutory and case law requirements, and implementing or modifying procedures; reviewing court case files for compliance or release/transition from various stages of commitment; participating in development of software; performing legal research; reviewing published technical standards to ensure organizational software standard compliance; and performing related administrative functions. This position acts as a liaison between the judiciary and the clerk, Bar, public, other state and county agencies and where appropriate, court appointed parties for purposes of policy development. The position works independently, reporting major activities through periodic meetings.

## **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.)

Reviews adoption files for compliance with statutory requirements; reviews juvenile delinquency cases for release/transition from various stages of commitment; communicates with adoption attorneys and juvenile program representatives as required.

Consults with superiors on e-filing, database development, policy matters and statutory and case law requirements, and implements or modifies procedures; ensures departmental compliance with applicable standards, policy and regulations.

Participates in development of Probate Data Processing System software by consulting with circuit technical staff and vendors providing services with regard to form and report development.

Responds to inquiries from judiciary and the public regarding statutes, case law, administrative orders, and general procedures.

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Supervises the Guardianship Court Monitor's office to ensure background investigations relating to the appointment of guardians meet statutory and local requirements.

Prepares proposed administrative orders and departmental memoranda to change policy or procedures to ensure compliance of the circuit with applicable statutory or case law requirements.

Prepares and conducts presentations to the Bar and public concerning division policy.

Supervises and provides instruction for law school interns. Assists in preparation of materials and training for staff and court-appointed attorneys, examining committee members, and special court monitors.

Remains informed and knowledgeable about changes in statutes, laws and technology relating to the area of responsibility by reviewing Florida Law Weekly, trade publications and relevant Web sites.

Gathers information/data to support periodic and special reports documenting activities for area of responsibility; makes presentations to superiors.

Performs administrative/clerical tasks, such as scheduling adoption hearings, performing legal research for judges, reviewing reports, responding to surveys regarding probate issues, performing data entry, preparing grant applications or faxing.

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

## **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.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

### **People Responsibility:**

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

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

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### **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 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 advanced professional materials; writes 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 principles of logical thinking, scientific, medical, or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous 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 moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing or custom applications.

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### **Education and Experience**

#### **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.

Juris doctorate degree from an accredited law school.

#### **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 experience in the practice of law or legal research.

#### **Licenses, Certifications, and Registrations Required:**

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

Membership in the Florida Bar.