

Florida State Courts System Class Specification

**Class Title: Supreme Court Law Related Education
and Outreach Coordinator**

Class Code: 8340

[Pay Grade 29](#)

General Description

The essential function of the position within the organization is to plan, develop and operate the Supreme Court law related education and outreach programs.

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.)

Organizes recurring events promoting and supporting educational activities about the Florida Courts System.

Develops, coordinates and conducts educational outreach activities and support services, including new school curricula in cooperation with the Florida Law Related Education Association.

Manages the Florida Supreme Court law student internship program and the mentoring program utilizing volunteers in the Supreme Court and Office of the State Courts Administrator.

Trains judges, attorneys and other professional staff on conducting law related education programs.

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.

Plans and directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.

People Responsibility:

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

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Gives information, guidance, or assistance to people who directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.

Assets Responsibility:

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

Has 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 basic addition and subtraction, such as making change or measuring.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads professional literature and technical manuals; speaks to groups of employees, other public and private groups; writes lesson plans, manuals and complex reports.

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 pressures.

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.

The impact of errors is moderately serious – 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.

Handles or uses machines, tools, equipment or work aids moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

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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 education or a related field; master's degree in education 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.

Five years of experience education including experience in classroom teaching. A master's degree in education may substitute for two years of the required experience.

Licenses, Certifications, and Registrations and Required:

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

None