

Florida State Courts System Class Specification

Class Title: Senior Court Program Specialist

Class Code: 7160

[Pay Grade 23](#)

General Description

The essential function of the position within the organization is to direct and supervise court programs. The position is responsible for supervising staff, planning, training, managing programs of responsibility, ensuring policy compliance, and performing relating administrative and clerical functions, including reporting. 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.)

Supervises staff, including selecting or recommending selection, training, scheduling, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Plans, coordinates and monitors program activities/projects, such as performing investigations in child custody cases, producing court transcripts, or performing case management functions; ensures timely and efficient completion of activities/projects.

Implements programs as defined by superiors to improve judicial economic efficiency and streamline court functions; researches and evaluates information on family court programs and initiatives and develops programs to enhance and improve court operations.

Supervises and assists with providing efficient service to court personnel and the public in compliance with organizational standards, policy and procedures; responds to inquiries from the public, judges, court staff, the media and state or local agencies.

Prepares and delivers presentations regarding court programs of responsibility to increase public awareness of court programs and improve the public's perception of the court; plans and coordinates special events for court personnel, such as Take Your Child To Work Day, to promote unity and team building.

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Oversees, reviews and approves expenditures for the area of responsibility; provides fiscal data for preparation of the annual budget.

Coordinates program activities with other departments, agencies, counties or states as required to facilitate completion of tasks/projects.

Sets up and maintains record systems; processes/reviews daily paperwork such as case reports, memoranda, transcripts, or personnel information; coordinates storage of departmental records in accordance with established procedures to facilitate easy retrieval.

Gathers information/data to prepare periodic and special reports and articles documenting activities for the area of responsibility.

Performs administrative/clerical tasks, such as preparing periodic employee evaluations, composing and preparing correspondence and memoranda, reviewing timesheets prior to submission, or developing and updating policy and procedures manual.

Plans, conducts and/or attends staff meetings, in-service training and summits; 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.

Directs others in major events and reports on activities and results.

People Responsibility:

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

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

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.

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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.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to 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.

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.

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 digital recording equipment, computers, peripherals, or software programs such as word processing 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 responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

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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 law, paralegal, business administration or management, social work, 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.

Four years of related experience.

Licenses, Certifications, and Registrations Required:

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

Requires certification appropriate to the position.