

# **Florida State Courts System Class Specification**

**Class Title: Senior Attorney II**

**Class Code: 5030**

[Pay Grade 33](#)

## **General Description**

The essential function of the position within the organization is to provide legal interpretation and support and/or assist with judicial education programs. The position is responsible for supervising staff; assisting with the development, implementation and evaluation of judicial education programs; reviewing case law and legislative enactments; performing legal research; providing legal counsel and recommendations for action; preparing and/or reviewing jury instructions and rules of court; overseeing the planning and development of various court education and administrative publications; writing and/or editing court education and administrative publications; providing staff support for court education publications committee(s); providing legal advice to non-attorney staff members on projects requiring legal analysis and conclusions; and drafting/preparing legal memoranda, legislative proposals, contracts, advisory ethics opinions, and reports. 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, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Reviews case law and legislative enactments, including staff analysis, in preparing legal memoranda; draws legal conclusions and provides recommendations for action.

Participates and/or serves as lead attorney in supporting the Florida Court Education Council in fulfillment of its responsibilities for furnishing policy-making guidance to the Chief Justice and providing oversight for the development and maintenance of a comprehensive education program for Florida judges and court professionals.

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Collaborates on the development, implementation and evaluation of judicial education courses/programs, providing opportunities to judges and/or other court professionals for enhancement of legal knowledge, administrative skills and ethical standards.

Researches, analyzes and writes on various legal issues, and provides legal advice to OSCA, trial courts and/or Supreme Court committees; provides litigation tracking, reviewing and referral services.

Provides legal counsel/assistance in areas, such as mediation, juvenile issues, court reporting, court interpreting or court ethics; reviews standard jury instructions and serves as staff attorney to court committees.

Oversees the planning and development of various court education and administrative publications; writes and/or edits court education and administrative publications; provides staff support for court education publications committee(s).

Prepares jury instructions and rules of court and submits for court approval; provides legal advice to non-attorney staff members on projects requiring legal analysis and conclusions.

Drafts/prepares fact sheets and memoranda, legislative abstracts and proposals, and agendas for committee meetings; renders opinions on matters impacting the judiciary and criminal justice system as a whole, and provides legal submissions to the Supreme Court.

Conducts research and responds to courts, OSCA managers, judges, trial court administrators and staff regarding interpretation and application of legislation and general legal interpretation and advice.

Manages administrative tasks, such as preparing and managing budgets; preparing, reviewing and managing contracts; serving as staff for judicial and professional education functions; or preparing periodic employee performance evaluations.

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

Provides legal support to the Mediator Qualifications Board and the Mediator Ethics Advisory Committee.

## 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.

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.

Mentors others by advising, counseling, or guiding them.

### **Assets Responsibility:**

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

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the providing of legal counsel and/or handling of very large 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, subtraction, multiplication, and division; may compute ratios, rates, and percents.

### **Communications Requirements:**

Involves the ability to read, write, and speak.

Reads and interprets advanced professional and legal 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 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

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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 extremely serious impact - affects entire organization and may impact other activities/organizations and the general public.

### **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 some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing.

### **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.

Juris doctorate degree.

### **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 three years of experience in the appropriate specialty area of law for the position.

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

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

Requires membership in the Florida Bar.