

Florida State Courts System Class Specification

Class Title: Senior Attorney I

Class Code: 5020

[Pay Grade 31](#)

General Description

The essential function of the position within the organization is to provide legal interpretation and support to court program offices and judicial commissions and committees and/or assist with continuing judicial education programs. The position is responsible for providing legal interpretation of statutes, rules and case law; assisting with the development, implementation and evaluation of court or judicial education programs, and assisting with policy development; the Senior Attorney I may supervise administrative and support staff. 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.)

Participates and/or serves as lead attorney in supporting the Florida Court Education Council and providing oversight for the development and maintenance of comprehensive education programs for Florida judges and court professionals.

Collaborates on the development, implementation and evaluation of live and distance learning 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 Supreme Court commissions and committees, and court program offices.

Tracks, reviews and analyzes legislation on various legal issues and attends legislative hearings as necessary; provides opinions on possible effects of legislation on the courts.

Works with executive agencies and other entities outside of the State Courts System (SCS) to advance court improvements and SCS objectives.

Evaluates educational needs of judges and assists court education planners and faculty in creating learning objectives and designing courses to address those

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needs; develops and revises learning objectives, course selections and course agendas.

Evaluates possible sites and other logistical needs for educational courses/programs; drafts and negotiates contracts for hotels and meeting rooms; coordinates staff assignments for advanced course preparation and on-site responsibilities.

Researches legal, ethical, and administrative matters affecting members of the judiciary and other court personnel and prepares written memoranda and summaries of the issues.

Provides legal and administrative support for the Supreme Court's Judicial Ethics Advisory Committee and the Florida Judicial College's Mentor Program, or other program offices such as Alternative Dispute Resolution or Court Improvement.

Develops continuing mentor education opportunities and annual updates of the program manual and training materials.

Serves as staff attorney for Probate, Senior Judge and other courses offered for circuit judges, county judges and the College of Advanced Judicial Studies; plans meetings and faculty conferences.

Oversees/monitors compliance with training requirements for judges presiding over death penalty cases; assists with development of "*Handling Capital Cases*" course.

Performs administrative functions, such as developing training manuals, formalizing contracts, managing budgets, establishing/enforcing critical deadlines, directing site staff, or analyzing post-training evaluation instruments.

Reviews proposed and enacted legislation and summarize bills which have the most impact on or are of interest to the judicial branch with regard to alternative forms of dispute resolution (ADR). Works with the Director of the DRC and the staff responsible for particular bills to ensure accuracy and relevancy of abstracts. Assist the Director in the drafting or re-drafting of language in any proposed or enacted legislation with regard to ADR.

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

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.

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. 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 and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of moderate amounts of money or the providing of legal counsel.

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

Impact of Decision:

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.

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Makes decisions with serious impact - affects most units in organization and may affect other 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.

Leads or handles machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a 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.

Three years of related experience including two years of experience in the appropriate specialty area of law for the position.

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.