Florida State Courts System
Class Specification

Class Title: Chief Deputy Clerk – Supreme Court

Class Code: 2620
Pay Grade: 25

General Description

The essential function of the position within the organization is to provide support in the planning, organizing, coordinating and directing of operations of the Office of the Clerk of the Supreme Court. The position is responsible for staff supervision, planning, reviewing filings, promulgation of policies and procedures pertaining to Court activities, determining action on certain jurisdictional questions, giving direction on motions and other pleadings filed with the Court, and performing administrative functions. 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 and directs staff, including assisting with selection, training, assigning and evaluating work, counseling, disciplining, and recommending termination; prepares employee performance evaluations.

Reviews filings received; determines action on certain jurisdictional questions and gives direction on motions and other pleadings filed with the Court.

Provides input to Clerk on planning, developing, implementing and revising of administrative and operational programs, policies and procedures for the Court and the Office of the Clerk of the Court; assists with evaluating results to ensure compliance and identify deficiencies.

Monitors and participates in the receipting, processing, documenting and filing of pleadings, briefs, opinions and related legal documents submitted to or originated by the Court.

Interacts with and provides information to other Court personnel, Bar members and the general public.

Performs and manages clerical functions, such as preparing correspondence, special reports or the Court calendar; assisting with preparation and maintenance of dockets, papers, records and files; monitoring inventory of office materials and supplies; or preparing financial documents and forms.

Attends and/or conducts staff, committee, case, and other professional meetings and conferences to exchange information; attends technical or professional seminars or conferences to improve professional skills; makes presentations to professional and community groups.

Performs duties of the Clerk of the Court in his/her absence.

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.

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 for achieving major economies or preventing major losses through assisting with the management of a highly complex and/or technical department, or through recommending policy as legal counsel.

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 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 moderately serious impact - 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 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, spreadsheets 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 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 business administration, law 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.

Eight years of related experience, including extensive knowledge of operations of the Office of the Clerk of Court and the State Courts System.

Licenses, Certifications, and Registrations Required:
Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None