

Florida State Courts System Class Specification

Class Title: Supreme Court Education and Information Administrator

Class Code: 3030

Pay Grade: 29

General Description

The essential function of the position within the organization is to provide coordination of the Supreme Court's educational and outreach programs and management of the Supreme Court website. The position is responsible for developing, coordinating and conducting educational programs for the Court; performing webmaster duties; providing training to staff and guidance to Court committees; and conducting presentations at Court conferences regarding electronic accessibility. The position works under general supervision independently developing work methods and sequences.

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.)

Schedules, designs, coordinates and conducts Florida Supreme Court educational programs for teachers, students, foreign dignitaries, etc., including tours of the Supreme Court Building.

Develops and coordinates educational outreach activities and support services, including developing content in various mediums.

Manages the internship program of the Public Information Office including recruitment, selection, training and supervision of interns.

Performs web administration services.

Develops, designs and posts web pages and documents to court websites using advanced internet technologies.

Supreme Court Education and Information Administrator
Page 2

Identifies areas of improvement (content, design, accessibility, functionality and consistency) of each website and assists in addressing same.

Coordinates the Supreme Courts efforts regarding Section 508 Web and Electronic Document Accessibility including development and presentation of training curriculum and materials for all court staff, judges, attorneys, etc.

Provides training to court staff in programs used for web postings, such as Dream Weaver or Adobe.

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.

Coordinates and determines time, place or sequence of operations or activities based on analysis of information and implements and reports on operations and activities.

People Responsibility:

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

Persuades or influences others in favor of a service, course of action, or point of view.

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 equipment of high value or moderate amounts of money.

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 journals, manuals and professional publications; speaks informally and formally to groups of coworkers, staff in other organizational agencies, general public, people in other organizations, and presents training; composes original reports, training and other written materials, specialized reports, using proper language, punctuation, grammar and style; and transcribes meeting minutes using proper format and grammar.

Judgment Requirements

Refers to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring frequent decisions, affecting the individual and coworkers, and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but many variations from the routine.

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, technological or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires 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.

The impact of errors is moderately serious.

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 and uses machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate

items, such as computers, peripherals, software programs, or custom applications.

Physical Demands:

Refers to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

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, law, information technology, marketing 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.

Five years of related experience.

Licenses, Certifications, and Registrations and Required:

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

None