

## **Florida State Courts System Class Specification**

**Class Title: Court Education Program Consultant**

**Class Code: 6405**

[Pay Grade 25](#)

### **General Description**

The essential function of the position within the organization is to assist judge and non-judge educators in developing and delivering quality judicial education programs. The position is responsible for refining core curriculum and public policy trends, recruiting of speakers, redesigning or updating course materials, assisting with the design and analysis of periodic needs assessments, and assisting with distance learning and identifying appropriate training materials. 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.)

Assists in planning, preparing and presenting judicial and non-judicial education programs, including performing needs assessments, recruiting speakers, developing curriculum and training materials, establishing learning objectives, and faculty recruitment.

Provides staff support for organizations such as the Florida Court Education Council and its subcommittees.

Assists in preparing administrative orders for signature from the Florida Supreme Court.

Analyzes requests for continuing judicial education credits for non-conference sponsored programs.

Reviews and updates educational materials, such as the Continuing Judicial Education pamphlet.

Provides direct supervision concerning the curriculum development for the court education programs.

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Supports the Judicial Ethics Advisory Committee during the election period.

Performs administrative functions, such as assisting the Chief of Court Education in reviewing budgetary issues for programs of responsibility or preparing correspondence.

### **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 or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

#### **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 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 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.

#### **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 abstracts, and legal documents; writes reports; makes presentations to professional groups.

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### **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.

### **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 minor impact - affects other units and 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.

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 projectors, 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 rare 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 education, public administration, communication 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

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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, including knowledge of the Florida State Courts System.

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

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

None