

Florida State Courts System Class Specification

Class Title: Court Program Specialist I

Class Code: 7152

[Pay Grade 16](#)

General Description

The essential function of the position within the organization is to assist in the administration of case management systems, including identification of crossover cases, such as domestic violence and dependency cases. The position is responsible for maintaining databases, serving the court by collecting and reporting on case/program data, facilitating court referrals such as child support enforcement and domestic violence referrals, interacting with other State Courts System personnel and the community to facilitate case management, and performing related clerical support functions. The position works under general supervision according to some approved procedures.

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.)

Provides assistance to judges in the management of caseloads, maintaining a database for open cases; monitors open cases and advises the judge of cases needing attention.

Coordinates with Clerk of Circuit Court in screening procedures developed to identify family law companion cases; investigates party relationships to determine match to court definition of 'family'.

Reviews cases at point of entry into the court system and continues to monitor cases through final disposition, observing confidentiality as required by law.

Attends and monitors court hearings to provide information to judges, participants and litigants.

Reviews and compiles information for judges on pertinent issues and continues to update written policies and case procedures; provides case status reports to judges either at hearings or through periodic reports.

Provides support to litigants and their families; provides information regarding available community resources for families; facilitates court ordered child support enforcement and domestic violence referrals.

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Schedules hearings, prepares notices of hearings and maintains court calendars of family law judges on pro se cases; orders files and prepares dockets for court hearings; attends court hearings; creates, conforms and distributes final judgments and orders.

Identifies events and trends negatively impacting upon the timely progress of cases, and provides reports to the court and court administration.

Maintains daily, monthly and yearly statistics regarding the volume of cases handled by the program.

Assists pro se litigants in person, by telephone and via correspondence, providing case status information, rules of civil procedures and statutes, and referrals to appropriate community agencies; reviews pro se filings for judges.

Schedules hearings by determining case status; determines whether to set a case management conference or appropriate hearing or proceed without a hearing and prepares appropriate court order or correspondence.

Provides information to other agencies as requested; coordinates services with court and other agency personnel; makes referrals to community law programs and legal clinics.

Performs clerical support tasks, such as preparing orders, documents, files, forms and correspondence; creating and maintaining record systems for efficient case management; or providing office coverage.

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.

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility:

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

Provides assistance to coworkers and the public to achieve task completion.

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Assets Responsibility:

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

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

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 journals and manuals; may speak to groups of coworkers and people outside the organization.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results, or 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 moderately serious - affects work units and may affect other units and the 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.

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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 public or business administration, criminal justice, psychology, sociology, pre-law or a closely social science 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.

Two years of professional administrative related experience.

Master's degree may substitute for one year of required experience.

Licenses, Certifications, and Registrations Required:

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

None