

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

**Class Title: Supervising Senior Trial Court Law Clerk**

**Class Code: 8376**

[Pay Grade 52](#)

### **General Description**

The essential function of the position is to conduct and coordinate legal research activities at the trial court level. This is professional, supervisory and highly responsible work conducting and coordinating legal research activities at the trial court level to assist trial court judges in deciding rulings on a variety of case issues including pre-trial and trial motions, post-conviction relief (3.800, 3.850), prisoner petitions, summary judgments, motions to suppress evidence, discovery and county court appeals. Draft orders and review briefs. Work involves considerable interpretations and judgment in the analysis of legal issues in the area(s) of criminal, civil, appellate, and/or administrative law. Supervise, coordinate work assignments and evaluate performance of Trial Court Law Clerks in the Circuit.

### **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 staff and/or law student interns, including recommending selection, assigning and evaluating work, counseling, disciplining, and recommending termination.

Reviews files, evidence, depositions, pleadings, motions, legal briefs, memoranda of law, proposed orders and other related documentation in order to advise judges in a variety of legal areas.

Conducts research of substantive and procedural legal matters; drafts/prepares documents, such as opinions, judgments, post-conviction orders, orders concerning extraordinary writs or memoranda.

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Provides legal advice to judges and Court Administrator on policy matters and issues of circuit-wide impact.

Trains new staff members and law student interns, including editing their written work, providing samples of legal documents, and teaching research skills.

Serves as liaison for the area of responsibility with the Clerk of Court, law schools and volunteer groups seeking internships and information regarding the courts.

Tracks work production of staff attorneys and compiles written report to Chief Judge, including numbers and types of files processed for each judge by the attorneys; reviews work product of supervisors as required.

Manages administrative/clerical tasks, such as preparing legal educational materials and teaching classes, administering departmental budget, preparing periodic employee performance evaluations or preparing correspondence.

Attends and conducts staff, committee, state-wide special project and other professional meetings to exchange information; attends technical or professional workshops, seminars conferences to improve professional skills; attends hearings and trials at request of judges.

## **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.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

### **Assets Responsibility:**

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

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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 papers at professional conferences.

### **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, medical, 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 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.

Makes decisions with very serious impact - affects entire organization and the general 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 moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing or custom applications.

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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**

### **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 from an accredited law school.

### **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 experience in the practice of law or as a law clerk in an appellate or trial court which includes at least two years of managerial, administrative, or supervisory experience. Lead worker experience may count toward managerial experience.

### **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.