

Florida State Courts System

Classification Specification

Classification Title: Deputy Clerk I – District Court

Pay Grade: 20

Class Code: 2601

FLSA Status: Included

CLASS SUMMARY

The essential function of the position within the organization is to process appellate cases and provide customer service for the Office of the Clerk of Court of the District Court of Appeal. The position is responsible for processing motions, issuing court orders, setting up new cases, delivering mail, providing customer service, performing research of procedural and simple issues, and performing other related clerical tasks. The position works under general supervision according to some procedures and decides how and when to complete tasks.

ESSENTIAL JOB FUNCTIONS

(See examples of typical essential functions for this position listed below. Employees with this classification title may perform some or similar but not necessarily all the functions listed; employees with this title may also perform other assigned functions not listed here.)

- Processes opinions of the court; prepares Clerk's orders and court's extension orders; and issues orders on pending motions, employing discretion in wording orders on motions in accordance with court directives.
- Confirms judge's signature on opinions; confirms case numbers, stamps, prints envelopes, checks pending motions, copies, and routes opinions to judges; and attends oral arguments as Court Clerk as required.
- Checks calendar for accuracy; creates opinion list; prints clean copies and copies to mail out; and makes docket entries and copies of requested court dockets and documents.
- Provides customer service/assistance in person and by telephone to attorneys, the general public, judges, court staff, and members of the media/press regarding court-related matters.
- Researches legal issues surrounding appellate court rules and policies; explains court rules, policies, procedures, and practices of the Florida appellate court system to pro se litigants and other involved parties, as needed.
- Prepares mandates to transmit final opinions to lower tribunals and litigants.
- Scans and docket daily mail.
- Enters data into the case management system from notices of appeals and original proceedings.
- Prepares correspondence to pro se litigants, attorneys, and other involved parties regarding court rules and policies.
- Reviews briefs and amended briefs to determine whether in compliance with the issued court order; proofreads mandates prior to distribution.
- Performs clerical tasks, including, but not limited to, answering phone, processing and delivering mail, setting up and maintaining filing/record systems, receiving evidence, preparing mailers for publishers and Chief Judge, maintaining dockets, or preparing routine reports.

- Returns records to the lower tribunal; destroys case files in accordance with the court approved destruction schedule.
- Provides assistance with office coverage/completion of tasks when necessary.
- Attends staff and other professional meetings to exchange information.
- Attends technical or professional workshops or seminars to improve professional skills.

MINIMUM 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.

Associate degree in legal studies, paralegal, or 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.

One year of related work experience.

CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS

(Refers to professional, state, or federal licenses, certifications, or registrations required/desired to enter the position.)

N/A

COMPETENCIES/RESPONSIBILITIES

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.

Collects, classifies, and formats data or information.

People Responsibility

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

Provides assistance to people to achieve task completion.

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 percentages.

Communications Requirements

Involves the ability to read, write, and speak.

Reads journals and manuals; composes routine reports and business letters using proper format and grammar; speaks 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 skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Decisions/Errors

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 only those in immediate work area.

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.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The Florida State Courts System has the right to revise this class specification at any time. This description does not represent in any way a contract of employment.

EFFECTIVE: 06/21/2021