

Florida State Courts System

Classification Specification

Classification Title: Deputy Clerk II – District Court

Pay Grade: 23

Class Code: 2602

FLSA Status: Included

CLASS SUMMARY

The essential function of the position within the organization is to perform detailed clerical tasks for the Office of the Clerk of Court of the District Court of Appeal in the processing of appellate case files. The position is responsible for delivering files and mail, filing closed civil and criminal files and appendices, scanning criminal briefs, clocking in, filing and retrieving civil and criminal records for argument, returning civil and criminal records, and making requested photocopies. 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.)

- Screens perfected appeals for predetermined judge's conflicts and argument/conference assignments.
- Prepares, maintains, and distributes argument/conference calendars; assigns civil and criminal plenary appeal panels and unscheduled appeal panels.
- Posts disposition orders, opinions, and official reporter case citations to automated case management system.
- Prepares publication authorization release cards for opinions/decisions; issues mandates and notices.
- Establishes and creates new plenary appeals; creates appeals docket screens in automated case management system.
- Prepares case circulation queuing cards/receipts/invoices; files fees. Prepares weekly bank deposit and bank deposit report; provides to supervisor or senior management, as appropriate.
- Prepares/issues acknowledgements for newly filed plenary appeals to attorneys, involved parties, and lower court clerks; prepares/issues orders to expedite appeals as appropriate.
- Serves as liaison for lower tribunal judges and lower court clerks as required.
- Files court records, appendices and exhibits; clocks in, files, and returns civil and criminal records; returns lower court records; and forwards mediation program information/questionnaires to attorneys for suitable appeals.
- Prepares incoming notice of appeals and/or petitions; issues orders; and processes filing fees.
- Organizes, maintains, and analyzes Motions for review by panel; prepares memorandum of incoming motions, prepares Order(s), docket(s) Order(s) in case management system, and distributes Order(s) to appropriate parties; issues other Orders as appropriate.
- 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.

- Returns records to the lower tribunal.
- Performs clerical tasks, including, but not limited to, processing and delivering mail, filing, scanning briefs, retrieving court records for oral arguments, maintaining records/files, making requested photocopies, maintaining dockets, or preparing routine reports.
- 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, office skills, 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.

Three years 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 amounts of case for court fees, 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 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 coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent 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 moderate impact - affects those in work unit.

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, software programs, or case management system(s). Ability to lift boxes weighing up to 25 pounds over their heads.

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