

Florida State Courts System

Classification Specification

Classification Title: Deputy Clerk II – Supreme Court

Pay Grade: 31

Class Code: 2604

FLSA Status: Included

CLASS SUMMARY

The essential function of the position within the organization is to provide complex clerical support for the processing, maintaining, or posting of information for Supreme Court cases. The position is responsible for maintaining the status of assigned cases, circulating files to the justices, creating and issuing orders, issuing mandates, docketing and filing pro-se and inmate mail, docketing Florida Bar mail and pleadings filed in cases, serving as information resource, preparing opinions for release to the public, and performing 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.)

- Maintains the status of death row inmates, including updating incoming data received electronically; docket electronic and paper mail for death penalty cases; and prepares memorandums, orders, and letters for the Supreme Court and staff.
- Checks briefs, motions, and other pleadings filed for death penalty cases with the Supreme Court to ensure proper filing; prepares appeals, including initial, resentencing, retrial, 3.850 motions (post-conviction relief), petitions for habeas corpus, writs of mandamus and prohibition, and non-final orders.
- Assists in releasing the Supreme Court's decisions to publishers for legal publication and posting on the Florida Supreme Court website for the press and general public; runs reports and verifies for accuracy; and makes copies of opinions for circulation and mail distribution via electronic and/or paper processes.
- Circulates cases to the justices; enters votes on various motions; prepares disposition orders; and issues mandates.
- Dockets incoming pro-se and inmate mail/pleadings filed; ensures documents for files comply with regulations; strikes briefs and motions for non-compliance and issues orders requesting proper documents; and ensures proper order of files for review by justices.
- Contacts lower courts for status of cases; addresses incoming telephone calls; and corresponds with Attorney General's office and Department of Corrections in reference to case files.
- Dockets Florida Bar mail; acknowledges and works up new Bar and rule cases; places electronic formats of briefs on the Florida Supreme Court website; and docket rule case mail.
- Interacts with other court personnel, attorneys, and the general public in person and by telephone to provide information and answer questions.
- Creates and issues orders based on direction given by justices and/or Clerk of the Court.

- Reviews E-Filing Portal/case management system for work assignments; reviews cases set up on previous day; sets up original proceedings and discretionary review cases; distributes and assigns work, as appropriate.
- Maintains calendar for Oral Arguments.
- Performs clerical tasks, including, but not limited to, responding to correspondence, performing data entry, requesting and returning records/files, inventories files, preparing routine reports, shredding, faxing, or photocopying.
- Attends and/or conducts staff and other professional meetings and conferences to exchange information.
- Attends technical or professional seminars or conferences 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 paralegal, legal studies, 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.

Four 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; may instruct or assign duties to coworkers.

Assets Responsibility

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

Requires responsibility and opportunity for achieving minor economies and/or preventing minor losses through the management or handling of supplies of high value or moderate amounts of money.

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 specialized 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 moderately serious impact - affects work unit and may affect other units or citizens.

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.

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