

Florida State Courts System

Classification Specification

Classification Title: Deputy Clerk III – District Court

Pay Grade: 42

Class Code: 2605

FLSA Status: Included

CLASS SUMMARY

The essential function of the position within the organization is to lead in the processing of case files for the district court of appeal. The position is responsible for processing and distributing incoming pleadings and mail; preparing, reviewing, and entering orders and mandates; training and monitoring departmental personnel; serving as information resource; docketing incoming briefs; reviewing filings; managing files/records; and performing other related clerical tasks. The position works under general supervision, independently developing work methods and sequences.

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.)

- Reviews incoming mail, and pleadings for accuracy and completeness; date stamps materials, determines if properly directed, and checks for adherence to procedures; docket into case management system and determines if need exists for expediting delivery; and distributes materials to appropriate personnel.
- Dockets incoming briefs; reviews for compliance with Florida appellate procedures and court policies. Creates new appeals and petitions in the automated case management system.
- Reviews court orders for format and compliance with court policies and procedures and to sign the orders; prepares orders identifying deficiencies in the brief; and provides orders including sanctions to the court for approval and issuance.
- Supervises assigned personnel, including training, monitoring, reviewing work products, and assisting with task completion as needed.
- Provides requested information to departmental employees, other court personnel, judges, attorneys, and the general public regarding procedures and policies in processing cases pending before the court.
- Works with judges in providing voluntary dismissals, pleadings, supplemental authorities, and other court filings to appropriate judge or panel of judges upon assignment of a case for consideration.
- Serves as Chief Deputy Clerk in their absence, and the case assignment division chief; assumes responsibility for supervising Clerk's Office personnel and functions, approving work assignments and leave; and acts as departmental spokesperson.
- Provides orientation and assists new court employees, deputy clerks, and judges with functions of the Clerk's Office.
- Serves as a source of information for co-workers, clerk of court, judges, and judicial staff in the applicable policies and procedures for processing appellate cases.
- Processes notices of appeal and notice to invoke discretionary jurisdiction; transmits those notices to the court; and circulates opinions.

- Reviews cases to determine if filing fee is required and if appropriate, issues order to waive fee for petitioners who meet necessary criteria; receives and receipts incoming fees; distributes to appropriate personnel for processing.
- Maintains and adjusts courts calendar, creating and tasking assigned cases to the appropriate judge panel.
- Reviews filings for new cases; distributes documents regarding non-existing cases for further processing.
- Performs clerical tasks, including, but not limited to, filing pleadings and pulling files for court, processing and delivering mail and files, scanning briefs, maintaining records/files, making requested photocopies, or preparing routine and specialized 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, business administration, 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.

Five 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. Persuades or influences others in favor of a service, course of action, or point of view; may instruct or assign duties to coworkers.

Assets Responsibility

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

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small 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, 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