

Florida State Courts System

Classification Specification

Classification Title: Professional Writer

Pay Grade: 63

Class Code: 6460

FLSA Status: Excluded

CLASS SUMMARY

The essential function of the position within the organization is to plan and develop State Courts System (SCS) educational and administrative publications.

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.)

- Writes and edits court education and administrative publications, including “Full Court Press” and “Annual Report” for external publication.
Prepares reports and documents for publication, including content and design layout; works with desktop publishing software to do layout/design of publications.
- Conducts interviews, performs research and collects data for articles, writes articles, and photographs individuals relevant to the publication.
- Coordinates with subject matter experts from across the judiciary to identify potential topic areas, gathers background information, and attains an understanding of topic areas for publication.
- Creates/pulls quotes, tables, charts, and graphs for inclusion in publications.
- Prepares publications for online viewing; renders them 508-compliant (i.e., in compliance with the federal ADA); and sends out announcements of each publication to judiciary, justice partners, and e-subscribers.
- Prepares and conducts trainings on effective and professional written communications for SCS personnel.
- Assists staff with final written products as needed.
- Photographs OSCA and Supreme Court events.
- 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.

Bachelor’s degree in English, Journalism, or Creative Writing.

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 in journalism, editing, or writing.

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.

Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on these 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, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.

Assets Responsibility

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

Has 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 basic addition and subtraction, such as making change or measuring.

Communications Requirements

Involves the ability to read, write, and speak.

Reads professional literature and technical manuals; speaks to groups of employees, other public and private groups; writes manuals and complex reports.

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 pressures.

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.

The impact of decisions is moderately serious – affects work unit and may affect other units or citizens. Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers, and others whom depend on the service or product; works in a somewhat fluid environment with rules and procedures but many variations from the routine.

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 custom applications.

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