

Florida State Courts System

Classification Specification

Classification Title: Court Program Specialist III

Pay Grade: 40

Class Code: 7157

FLSA Status: Excluded

CLASS SUMMARY

The essential function of the position within the organization is to direct and supervise court programs. The position is responsible for supervising staff, planning, training, managing programs of responsibility, ensuring policy compliance, and performing relating administrative and clerical functions, including reporting. The position works independently, reporting major activities through periodic meetings.

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.)

- Directs and supervises staff, including organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations; reviews and approves timesheets and leave requests.
- Reviews case files and pleadings for sufficiency and compliance with Florida Family Law Rules of Procedure and local court rules; monitors and tracks cases; and provides follow-up on cases requiring activity by a certain date.
- Attends hearings and provides to the court and participants information on services available, referrals, pro se assistance, or any other matters requested by the judge.
- Updates and maintains case management system.
- Plans, coordinates, and monitors program activities/projects, such as performing investigations in child custody cases, producing court transcripts, or performing case management functions; ensures timely and efficient completion of activities/projects.
- Implements programs as defined by superiors to improve judicial economic efficiency and streamline court functions; researches and evaluates information on family court programs; and initiatives and develops programs to enhance and improve court operations. Maintains statistics and identifies events and trends that may have an impact on timely processing of cases.
- Supervises and assists with providing efficient service to court personnel and the public in compliance with organizational standards, policy, and procedures; responds to inquiries from the public, judges, court staff, the media, and state or local agencies.
- Prepares and delivers presentations regarding court programs of responsibility to increase public awareness of court programs and improve the public's perception of the court; plans and coordinates special events for court personnel.
- Oversees, reviews, and approves expenditures for the area of responsibility; provides fiscal data for preparation of the annual budget.

- Coordinates program activities with other departments, agencies, counties, or states as required to facilitate completion of tasks/projects.
- Sets up and maintains record systems; processes/reviews daily paperwork such as case reports, memoranda, transcripts, or personnel information; and coordinates storage of departmental records in accordance with established procedures to facilitate easy retrieval.
- Gathers information/data to prepare periodic and special reports and articles documenting activities for the area of responsibility.
- Performs administrative tasks, including, but not limited to, composing/preparing correspondence and memoranda and developing/updating policy and procedures manual.
- 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.

Bachelor's degree in legal studies, paralegal, business administration, business management, social work, 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.

Directs others in major events and reports on activities and results.

People Responsibility

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

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

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 scientific and technical journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups.

Complexity of Work

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and 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.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as digital recording equipment, computers, peripherals, software programs, or custom applications.

Safety of Others

Refers to the responsibility for other people's safety, either inherent in the job or to assure the

safety of the general public.

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

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