

# Florida State Courts System Classification Specification

Classification Title: General Counsel

Pay Grade: 102

Class Code: 5430

FLSA Status: Excluded

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## **CLASS SUMMARY**

The essential function of the position within the organization is to serve as legal advocate and counsel for the interests of the circuit. The position is responsible for staff supervision, providing legal counsel, formulating and implementing policies to comply with statutory and rule requirements, overseeing services and programs, managing fiscal activity, and performing administrative functions, including reporting. The position formulates long range goals for the organization based upon legal requirements; develops policy and position papers; and works with trial court administrator and elected officials, including local government.

## **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.
- Provides direction, legal advice, and counsel concerning legal issues affecting the circuit and judges; researches legal issues; determines program policy after consultation with; and communicates with government and private entities.
- Provides legal assistance in the interpretation and implementation of new legislation; develops, reviews, and evaluates operational policies and procedures.
- Develops and implements legal strategies and policies to ensure the circuit's judicial and administrative decisions and actions are based on sound legal and ethical principles.
- Directs and oversees court programs and services to assure compliance with state and federal regulations and laws.
- Prepares, negotiates, and reviews contracts, ordinances, resolutions, administrative orders, and other legal instruments for the circuit; renders opinions relative to substance, form, and propriety of documents.
- Serves as liaison between the circuit and other governmental and private entities to maximize legal resources; represents or monitors representation of circuit in legal proceedings to prevent or minimize liability.
- Collaborates on preparation and coordination of public information for release; edits material designed for internal and external communication to ensure credibility, understanding, and readability; and approves format, style, content, grammar, and composition.
- Monitors cases involving a judge or court staff as a litigant.
- Reviews and updates administrative orders; reviews orders sealing court records.

- Monitors judicial death penalty education requirements.
- Advises the Chief Judge on litigant complaints, Equal Employment Opportunity Commission (EEOC) complaints, and human resources issues.
- Oversees expert witness program and maintains attorney, examining committee, and expert registries.
- Oversees administrative matters, including, but not limited to, conducting investigations, preparing routine or special reports, or assisting in preparation of training programs for judiciary and staff.
- Attends or conducts staff, committee 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.*

Juris Doctor degree from an accredited law school is required for this position.

### **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.*

Seven years of related work experience, including extensive working knowledge of Florida State Courts System operations

## **CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS**

**(Refers to professional, state, or federal licenses, certifications, or registrations required/desired to enter the position.)**

Requires membership in *Good Standing* in The Florida Bar.

## **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.*

Conducts research to discover new methodologies or to find solutions for unresolved problems.

### **People Responsibility**

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

Mentors others by advising, counseling, or guiding them regarding problems that may be resolved by legal or other professional principles.

**Assets Responsibility**

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

Requires responsibility and opportunity for achieving wide-spread economies and/or preventing losses through the management of a department that has an organization-wide impact or significant impact on the general population, or the supervision of a staff of attorneys.

**Mathematical Requirements**

*Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

**Communications Requirements**

*Involves the ability to read, write, and speak.*

Reads and interprets highly complex professional materials involving abstract theories and concepts; writes for professional publications; develops and presents papers at professional conferences.

**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 broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist; requires sustained, intense concentration for accurate results and continuous 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 very serious impact - affects entire organization and the general public.

**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 computers, peripherals, or software programs such as word processing, spreadsheets 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 management level responsibility for application and interpretation of the policies regarding the provision of continuous 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***