

# Florida State Courts System

## Classification Specification

Classification Title: Court Program Specialist II

Pay Grade: 30

Class Code: 7155

FLSA Status: Excluded

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### **CLASS SUMMARY**

The essential function of the position within the organization is to assist judges and magistrates with the timely disposition of cases through case management, case monitoring, and program implementation. The position is responsible for providing information to litigants and trial court staff; reviewing filings; making referrals to community-based services; managing and preparing cases for court hearings; briefing judges; attending hearings and other trial court proceedings; maintaining record/filing system; training and assisting new departmental personnel; scheduling hearings; and performing related administrative support functions. The position is responsible for collecting and reporting on case/program data and maintaining databases as needed. The position works under general supervision of a court manager, 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.)**

- Assists litigants in person, by telephone, and via correspondence; provides case status information, rules of civil procedures and statutes, and referrals to appropriate community agencies; and reviews pro se filings for judges.
- Organizes and maintains filing systems; updates library of brochures and pamphlets/information for litigants.
- Monitors and determines case status and schedules hearings; determines whether to set a case management conference or appropriate hearing, or proceeds without a hearing and prepares appropriate court order or correspondence.
- Manages and prepares cases for court hearings by tabbing and naming pleadings, composing and preparing historical summations, calculating child support guidelines, and researching and providing corresponding cases and other documentation pertinent to the case and/or litigants.
- Assists in maintenance and evaluation of self-help programs.
- Identifies cases for Early Childhood Court (ECC), screens shelter petitions, presents the benefits of ECC to potential participants, and attends arraignments, mediation, and hearings.
- Prepares and maintains court dockets; attends court hearings, taking notes, composing and preparing appropriate orders based on rulings, and providing information to the court as needed; researches statutes and rules; and applies basic accounting methods.
- Monitors and reviews new legislation, rules, and other mandates requiring procedural and/or administrative changes in legal proceedings; implements required changes.

- Trains and provides continuing information and assistance to co-workers as needed; reviews work as needed; and provides information to other agencies as requested.
- Assists with administration and meeting deliverables of state and federal grants, including, but not limited to data collection and financial reporting.
- Generates mediation referrals and orders of referral for the Mediation Program; schedules and assists with small claims and county civil mediation.
- Participates with local communities on councils and workgroups to exchange information, solve problems, and coordinate services.
- Maintains daily, monthly, and yearly statistics regarding volume and types of cases handled by program; or creates and maintains record systems for efficient case management.
- 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 public administration, business administration, criminal justice, psychology, sociology, 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.*

Three years of professional, administrative, analytical related work experience.

A Juris Doctorate degree from an accredited law school may substitute for two years of the recommended 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.*

Coordinates or determines time, place, or sequence of operations or activities based on

analysis of data and executes determinations or reports on events.

### **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.

### **Assets Responsibility**

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

Requires responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

### **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 professional publications; composes complex reports and manuals; speaks formally to groups 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 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 errors is extremely serious – affects work unit and affects 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.

**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 safety and health of others and/or for occasional enforcement of the standards of public safety or health.

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***