

Florida State Courts System

Classification Specification

Classification Title: Supervising Trial Court Staff Attorney

Pay Grade: 80

Class Code: 8376

FLSA Status: Excluded

CLASS SUMMARY

The essential function of the position within the organization is to conduct and coordinate legal research activities at the trial court level. This is a highly responsible position that assists trial court judges on a variety of case issues, including pre-trial and trial motions; post-conviction relief (3.800, 3.850); prisoner petitions; summary judgments; motions to suppress evidence; discovery; and county court appeals. The assigned work involves considerable interpretations and judgment in the analysis of legal issues in the area(s) of criminal, civil, appellate, and/or administrative law as well as drafting orders and reviewing briefs. This position supervises, coordinates work assignments, and evaluates performance of assigned employees. This position works under supervision of the chief judge or designee.

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 and/or law student interns, 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 files, evidence, depositions, pleadings, motions, legal briefs, memoranda of law, proposed orders, and other related documentation in order to advise judges in a variety of legal areas.
- Conducts research of substantive and procedural legal matters; drafts/prepares documents, such as opinions, judgments, post-conviction orders, orders concerning extraordinary writs, or memoranda.
- Provides legal advice to judges and Trial Court Administrator on policy matters and issues of circuit-wide impact.
- Reviews complex criminal/belated appeals, county court appeals, and Risk Protection Orders; monitors death penalty reports; researches judicial ethical issues or issues concerning recusal and disqualification; provides assistance to the circuit General Counsel with special projects, as needed.
- Attends court hearings and trials, as directed.
- Serves as liaison for the area of responsibility with clerks of court, staff, law schools, and volunteer groups seeking internships and information regarding the courts.
- Tracks work production of staff attorneys; compiles written report to Chief Judge, including numbers and types of files processed for each judge by the attorneys; and reviews work product of supervisors as required.
- Manages administrative/clerical tasks, including, but not limited to, preparing legal educational materials; teaching classes, administering departmental budget, or preparing correspondence.
- Attends and/or conducts staff, committee, and other professional meetings to exchange information.

- Attends technical or professional workshops, seminars, and 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.

Five years of experience in the practice of law or as a law clerk in an appellate or trial court, including at least two years of managerial, administrative, or supervisory experience.

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.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

People Responsibility

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

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility

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

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of moderate amounts of money or the providing of legal counsel.

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 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 principles of logical thinking, scientific, medical, or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; 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.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as 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 some 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