

Florida State Courts System Class Specification

Class Title: Chief Deputy Court Administrator

Class Code: 6280

[Pay Grade 36](#)

General Description

The essential function of the position within the organization is to provide assistance in the organization, development, implementation and administration of court programs. The position is responsible for staff supervision, managing court programs and services, planning, monitoring and supervising special projects, purchasing, managing contracts, administering budgets and grants, performing facility management, human resource management, information systems, mediation, court reporting, and performing related administrative functions. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff under direction of Court Administrator, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations.

Assists in developing, coordinating, implementing, administering and monitoring court programs in compliance with applicable policy, procedures, regulations and laws.

Provides planning, monitoring and supervision of special projects; provides contract management of circuit contractual services; staffs various judicial projects and committees.

Plans and reviews fiscal data for annual budgets, projects, contracts and services; reviews and approves purchases with emphasis on technical, fiscal and policy issues; administers federal, state and local grants, including writing and auditing grants.

Meets with case managers for court preparation and law enforcement officers for security purposes; plans for facility spacing, management and associated equipment and furnishings.

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Provides input and direction to establish and meet annual operational goals and objectives; works with teams to develop process management systems.

Analyzes and reviews organizational structure, staffing, methods and procedures, court rules and statutes, case flow, and computer application needs in order to make necessary changes or prepare reports and recommend considerations for new policy.

Serves as liaison to court-related agencies in order to carry out court support planning; resolves complaints in order to be responsive to the public and to maintain internal working harmony.

Monitors and plans for legislative developments to ensure conformance of court procedures and activities, anticipate change, and adjust strategies for fulfillment of court objectives and mandates.

Serves as acting Trial Court Administrator to ensure proper internal administrative governance.

Manages administrative matters such as conducting special studies, preparing routine or special reports, developing and administering training, or providing for staff technical or professional growth.

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.

Competencies

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.

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

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Assets Responsibility:

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

Requires responsibility for achieving major economies or preventing major losses through the management of a highly complex and/or technical department, or through developing and recommending policy as legal counsel.

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:

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.

Supervises the handling of machines, tools, equipment or work aids involving extensive latitude for judgment regarding attainment of a standard or in selecting

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

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 or business administration, law, 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.

Five years of related experience, including extensive knowledge of the Florida State Courts System, and two years of managerial, administrative or supervisory experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None