Florida State Courts System
Class Specification

Class Title: Senior Court Operations Consultant

Class Code: 7115

Pay Grade 31

General Description

The essential function of the position within the organization is to provide leadership and administrative support to court programs and projects. The position is responsible for supervising staff; planning, implementing and managing projects of responsibility; providing policy support to Supreme Court Commissioners and committees, implementing and clarifying policy and procedures; providing support with the processing of legal cases; budget and/or contract management; performing research; analyzing data; serving as liaison and information resource. The position works independently, reporting major activities through periodic meetings.

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, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Provides leadership in planning, implementing and managing projects and issues of responsibility, including coordinating contributions of other team members or the work of court committees.

Develops content for multimedia presentations and coordinates productions involving the judiciary; analyzes data for written presentations and performance measures.

Identifies, analyzes and clarifies policy issues; researches and documents a variety of policy issues and trends relating to the area of responsibility and presents policy issues and information in the form of reports, memoranda and presentations.

Oversees, reviews and approves expenditures for the area of responsibility; provides fiscal data for preparation of the annual budget; manages contracts in compliance with applicable guidelines, regulations and statutes.

Manages special assignments as directed, such as developing staffing models and performance and accountability standards.

Gathers information/data to support periodic and special reports for the area of responsibility; submits reports to designated personnel, department or agency.

Attends staff meetings to exchange information; attends technical or professional workshops, 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.

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.

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

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 supplies of high value or moderate amounts of money.

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.

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 moderately serious impact - affects work unit and may affect 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.

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

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, business, or judicial administration, judicial or business management, law or a closely related field. A master's degree is preferred. A juris doctorate degree is required as appropriate to slots in 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.

Six years of related experience including two years of supervisory experience.

Licenses, Certifications, and Registrations Required:

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

None