

From: Callanan, Richard </O=SAO20/OU=CACJIS/CN=RECIPIENTS/CN=RCALLANAN>

To: Aloia, Nancy K
Middlebrook, Mark
Mann, Sheila
Embury, Jon

CC: Kiesel, Lisa
Suhar, Sharon
Cary, G. Keith
Carlin, John S.
Pivacek, Cynthia
Kyle, Keith

Date: 5/20/2010 9:54:00 AM

Subject: Civil/Foreclosure Backlog Reduction Program - Posting/Hiring process

Dear All

As you know, the final Civil/Foreclosure program allocations have been made based on the plans you submitted, and are funded effective 7/1/10. I have asked Sharon to work with each of you to get these job descriptions finalized and the positions posted and/or recruited so that they are on-board by 7/1 if possible.

These positions are temporary, 1 year OPS positions with no fringe benefits. We intend to do one circuitwide posting of 10-14 days for all positions:

- * Temporary full and/or part time Magistrates for Lee (1.5) and Collier(0.2)
- * Temporary full and/or part time Administrative Assistants for Lee(1.5), Collier(1.0) and Hendry/Glades(1.0)
- * Temporary Civil Case Manager(1.0)Charlotte

I would also like to send the Magistrate postings to the Bar Association, at least for Lee County(since they are hiring 1.5 Magistrates). Collier is hiring a 0.20 FTE Magistrate, so it is up to Judge Pivacek and Mark if they want to post directly with the Bar, but I recommend it. Sharon can handle that for you. We will also be posting the Admin Assistant positions with local colleges which may attract recent Paralegal graduates. In all cases, you will have the flexibility to hire full time(40 hour) or part time(20 hour) OPS positions, depending on your need.

Also, even though we will post all positions in one posting, this does not preclude you from using Magistrate or other candidates that may have already applied for other postings and may already be in the pool.

Please coordinate closely with your Admin Judges on the selection team process and time frames. We would like to have these positions posted by 5/24-5/25 with a application deadline of June 8-10th in order to provide you sufficient time for interview and selection.

Work directly with Sharon on this, but let me know if there is anything we can do to assist in the process.

Richard Callanan, Trial Court Administrator
20th Judicial Circuit
1700 Monroe Street
Fort Myers, FL. 33901
239 533-1712

20TH CIR 04480

From: Richardcallanan <richardcallanan@yahoo.com>

To: Suhar, Sharon

Kiesel, Lisa

CC:

Date: 7/29/2010 9:07:58 AM

Subject: ?Fwd: TANF supported employee subsidy initiative

I have been in touch with the workforce innovation program which has federal employee subsidy money for hiring low income, unemployed for public and private organizations. This may be a long shot, but it could provide 6-8 no cost trainee positions. They have one spot open for a public agency and are sending me the paperwork. I have asked them to come in to explain the program, and they will be calling to set up an appointment.

We may be able to use them as secretarial assistants, security trainees, pro-se/customer service trainees, probation investigator trainees etc, to offset some short term needs. I believe the program runs through 9/30/11.

Richard Callanan
Circuit Court Administrator
20th Judicial Circuit
Fort Myers, FL 33901

Begin forwarded message:

From: "Lansberry, Tracy"
Date: July 29, 2010 9:18:03 AM EDT
To:
Cc: "Paterno, Joe"
Subject: FW: TANF supported employee subsidy initiative

Mr. Callanan,

Sorry, but somehow our phone call was dropped this morning and I left you a voice mail message. I just wanted you to know that I have a call in to Tallahassee to determine if we can enter into an agreement at this late date. Unfortunately the extension to this program was removed from the recent bill that was passed and signed by the President.

At any rate, please contact me because we have other programs available that we may be able to use to meet some of your staffing needs.

Tracy Lansberry
Division Director, Programs
Southwest Florida Workforce Development Board, Inc.
9530 Marketplace Road, Suite 104
Fort Myers, FL. 33912

20TH CIR 04482

-----Original Message-----

From: Paterno, Joe
Sent: Thursday, July 29, 2010 8:48 AM
To: Lansberry, Tracy
Subject: FW: TANF supported employee subsidy initiative

Tracy will you respond to him for us.

-----Original Message-----

From: Richardcallanan [mailto:richardcallanan@yahoo.com]
Sent: Thursday, July 29, 2010 8:40 AM
To: Paterno, Joe
Subject: TANF supported employee subsidy initiative

Dear Joe

Can you kindly advise as to the process for applying for or obtaining temporary employees under the current stimulus TANF employee subsidy program? The courts in southwest Florida have a number of employment needs that would be appropriate for the subsidized back to work program. I understand that these funds may end on 9/30/10, but have good potential for extension. Regardless, we have a number of jobs that could get local citizens back to work in fighting the large foreclosure case backlog the courts are faced with. It would be a win-win for sw Florida- assist homeowners facing foreclosure and get citizens back to work, with potential for longer term employment.

Thank you for your assistance. Please contact me at your convenience.

Richard Callanan
Circuit Court Administrator
20th Judicial Circuit
Fort Myers, FL 33901
(239) 357-4514

From: Richard Callanan <richardcallanan@yahoo.com>

To: [Suhar, Sharon](#)

CC:

Date: 8/2/2010 1:08:12 PM

Subject: ?Fw: TANF supported employee subsidy initiative

See attached. I am trying to get more info. Sounds like a possibility for some temporary staffing help

----- Forwarded Message -----

From: "Elmore, Peg"

To: richardcallanan@yahoo.com

Cc: "Lansberry, Tracy"

Sent: Fri, July 30, 2010 4:33:46 PM

Subject: FW: TANF supported employee subsidy initiative

Mr. Callanan,

As a follow-up to the voice mail message I left you on Thursday, I would be happy to schedule a mutually convenient time to discuss ways in which the Career Center may assist you. Please feel free to contact me via email or phone.

Peg Elmore

Center Director

Career and Service Centers of Southwest Florida

4150 Ford Street Extension

Fort Myers, FL 33916

phone 239.931.8200 X 11126

fax 239.931.8228

-----Original Message-----

From: Lansberry, Tracy

Sent: Thursday, July 29, 2010 10:05 AM

To: 'Richardcallanan'

Cc: Paterno, Joe; Elmore, Peg

Subject: RE: TANF supported employee subsidy initiative

Mr. Callanan,

It was a pleasure speaking with you this morning. To reconfirm the conclusion of our discussion, it would be your preference to work with our Fort Myers Center and the Work Experience Programs of our TANF, Workforce Investment Act Adult and Dislocated Worker programs than the Florida Back to Work Program because of the limited time available on that program.

I have copied Ms. Elmore on this e-mail and she will contact you by telephone to set up an appointment to go over these programs with you.

20TH CIR 04484

Hopefully we can be of mutual assistance in getting area residents back to work.

Tracy Lansberry
Division Director, Programs
Southwest Florida Workforce Development Board, Inc.
9530 Marketplace Road, Suite 104
Fort Myers, FL. 33912
239-225-2500 or TDD 711

-----Original Message-----

From: Richardcallanan [mailto:richardcallanan@yahoo.com]
Sent: Thursday, July 29, 2010 9:38 AM
To: Lansberry, Tracy
Cc: Paterno, Joe
Subject: Re: TANF supported employee subsidy initiative

Thank you Tracy. Sorry about the dropped call. I will contact you later today.

I appreciate your assistance very much.

Richard Callanan
Circuit Court Administrator
20th Judicial Circuit
Fort Myers, FL 33901

On Jul 29, 2010, at 9:18 AM, "Lansberry, Tracy"
wrote:

Mr. Callanan,

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At any rate, please contact me because we have other programs available that we may be able to use to meet some of your staffing needs.

Tracy Lansberry
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Southwest Florida Workforce Development Board, Inc.
9530 Marketplace Road, Suite 104
Fort Myers, FL. 33912
239-225-2500 or TDD 711

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Sent: Thursday, July 29, 2010 8:48 AM
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Sent: Thursday, July 29, 2010 8:40 AM

To: Paterno, Joe

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Thank you for your assistance. Please contact me at your convenience.

Richard Callanan
Circuit Court Administrator
20th Judicial Circuit
Fort Myers, FL 33901
(239) 357-4514

From: Aloia, Nancy K </O=SAO20/OU=CACJIS/CN=RECIPIENTS/CN=NKW2884>

To: Wilsker, Scott

Suhar, Sharon

CC: Callanan, Richard

Kiesel, Lisa

Date: 8/24/2010 5:04:48 PM

Subject: ?RE:

We would like to consider this applicant for the foreclosure project and will be scheduling an interview for her in the next week.

-----Original Message-----

From: Suhar, Sharon

Sent: Tuesday, August 24, 2010 4:46 PM

To: Wilsker, Scott; Aloia, Nancy K

Cc: Callanan, Richard; Kiesel, Lisa

Subject: FW:

Regarding the resume for Ms. Stacy Howard, I just want to let you know she is currently going to school with a major in criminal justice and a minor in paralegal studies. Also, the position would be full time; but only for two months.

-----Original Message-----

From: Callanan, Richard

Sent: Tuesday, August 24, 2010 3:55 PM

To: Suhar, Sharon

Cc: Kiesel, Lisa

Subject: RE:

Wow! Not bad experience at all...is that FT, and for how long? Nice work Sharon

-----Original Message-----

From: Suhar, Sharon

Sent: Tuesday, August 24, 2010 3:52 PM

To: Wilsker, Scott; Aloia, Nancy K

Cc: Callanan, Richard; Kiesel, Lisa

Subject: FW:

Attached is a resume sent to us from the Career and Service Centers of Southwest Florida. If we decide to hire this person the C&S Centers will pay her salary.

The applicant does not have clerical or secretarial experience, but does have a lot of customer service.

Please review and let me know if you wish to interview / hire this person. A criminal background has not been conducted at this time.

Sharon Suhar

20TH CIR 04487

-----Original Message-----

From: Sharon [mailto:ssuhar@ca.cjis20.org]

Sent: Tuesday, August 24, 2010 3:42 PM

To: Suhar, Sharon

Subject:

This E-mail was sent from "HRCopier" (Aficio MP 5000).

Scan Date: 08.24.2010 15:41:43 (-0400)

Queries to: HRCopier@ca.cjis20.org

From: Terri Williams <Williamst@flcourts.org>

To: Suhar, Sharon

CC:

Date: 8/26/2010 12:10:32 PM

Subject: OPS employees

Hi Sharon,

I am in the process of doing some clean up of the OPS files, and was directed to you referencing the 20th Circuit. Can you please tell me if the following individuals are current, active OPS employees:

GUYLYN

DEMEYERE

092006

CIRC CTS - 20TH CIRC - THE CT

JUDICIAL ASSISTANT - CIRCUIT COURT

DOROTHY

HUNTER

092014

CIRC CTS - 20TH CIRC - THE CT

JUDICIAL ASSISTANT - COUNTY COURT

ROBIN

LEVINGSTON

092017

CIRC CTS - 20TH CIRC - THE CT

JUDICIAL ASSISTANT - CIRCUIT COURT

SUSAN

20TH CIR 04489

QUINDRY

920008

CIRC CTS - 20TH CIRC - THE CT

LEGAL SECRETARY

STEPHEN

KOLODY

092021

Magistrates and Hearing Officers

MAGISTRATE

STELLA

DIAMOND

092194

FORECLOSURE BACKLOG - CIRCUIT 20

MAGISTRATE

ANTONIO

PEREZ-BENITOA

092196

FORECLOSURE BACKLOG - CIRCUIT 20

MAGISTRATE

JAREMY

SHELTON

092197

FORECLOSURE BACKLOG - CIRCUIT 20

20TH CIR 04490

I Will Lift Up Mine Eyes Unto The Hills...

From: Susan Morley <morleys@flcourts.org>

To: Suhar, Sharon

CC:

Date: 8/3/2010 8:42:44 AM

Subject: ?RE: Training for new magistrates and hearing officers - Florida Judicial College

Thanks, Sharon!

Sent from my AT&T Windows Mobile phone.

From: Suhar, Sharon

Sent: Tuesday, August 03, 2010 9:35 AM

To: Susan Morley

Subject: RE: Training for new magistrates and hearing officers - Florida Judicial College

Here is the list of our OPS magistrate hired temporarily to handle Foreclosures.

Stella Diamond, is a full-time OPS Magistrate

Antonio Perez-Benitoo is a part-time OPS Magistrate

Amy Hawthorne, is a part-time OPS Magistrate

All the others listed are non-OPS staff.

From: Susan Morley [mailto:morleys@flcourts.org]

Sent: Thursday, July 29, 2010 6:04 PM

To: Suhar, Sharon

Subject: Training for new magistrates and hearing officers - Florida Judicial College

Sharon,

We are working on planning for this year's judicial college for new judges, and also trying to identify magistrates and hearing officers who are new, in order to determine whether training for that group should be included in 2011 (subject to budget and logistical constraints). I think you already have heard from Dusti Kincl, of our office, requesting

20TH CIR 04493

information about any new magistrates or child support hearing officers at your court, and that you have several. I'm writing to ask for a little more information – specifically, whether any of the 6 you've listed are persons hired for a short term, to handle foreclosure cases. Could you please tell us whether this is the case? This will help us with our training and budgeting decisions.....

Please contact me if you would like to discuss the program, or any related issues.

Thank you,

Susan

Susan Davis Morley

Senior Attorney, Court Education

Office of State Courts Administrator

500 S. Duval Street

Tallahassee, Florida 32399

850.922.5105

morleys@flcourts.org

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager.

This footnote also confirms that this email message has been swept by Symantec Mail Security for the presence of computer viruses.

www.symantec.com

**Twentieth Judicial Circuit
ADMINISTRATIVE OFFICE OF THE COURTS
Position Description**

Position Title: Court Program Specialist II
Department: Civil Court Services (Charlotte County)
Department head: Program Coordinator
FLSA Status: Excluded/Exempt
Prepared By: Administrative Services Manager
Prepared Date: 5/21/10
Funding: State
Pay grade: S20

SUMMARY

This is a professional and highly responsible case management position within Civil Court. Work involves the use of differentiated case management techniques to promote case progression and disposition. The Court Program Specialist II is responsible for case screening, analysis, and coordination of Civil law cases, including all foreclosure matters. Regular travel to Hendry County is required by the Court Program Specialist II to perform these functions. This position will work closely with the Judiciary, Court and community programs, Program Coordinator, Attorneys, the Clerk of Courts, and other related agencies, as well as the general public. Work is performed under the general supervision of the Program Coordinator.

The core functions of this position are: 1) Differentiated Case Management, 2) Case Screening and Coordination, 3) Case Research and Statistics, and 4) Other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Case Management

- Utilize differentiated case management techniques
- Provide early court intervention and establish case plans
- Effectively manage cases according to their nature and complexity
- Conduct case management conferences to promote early case resolution and disposition
- Complete comprehensive case reports

Case Screening and Coordination

- Screen cases to determine appropriate differentiated case track assignments
- Identify cases involving high conflict or multiple case issues
- Coordinate cases to reduce conflicting court orders
- Screen cases to determine Civil court case track assignments
- Review, screen and prepare for the foreclosure case management docket

Case Research and Statistics

- Query various data bases to determine crossover cases
- Compile statistical information and prepare Civil division reports to determine court performance
- Assist Judge in review and preparation for summary judgment foreclosure dockets
- Conduct case research and compose accurate case reports

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions.

**Twentieth Judicial Circuit
ADMINISTRATIVE OFFICE OF THE COURTS
Position Description**

Knowledge of:

- Civil law court programs and the dynamics of how they interface for effective case management
- Civil law statutes and rules of procedure
- Court procedures and understanding of basic legal terminology

Ability to:

- Apply organizational skills
- Make differentiated case management decisions
- Communicate clearly, concisely, and logically, both orally and in writing with the public and other governmental and private agencies
- Conduct research and compose concise reports and executive summaries
- Exercise discretion and maintain confidential information
- Provide excellent customer service to all patrons and maintain a pleasant demeanor in stressful situations
- Effectively and respectfully handle highly emotional people
- Work under constant pressure in a fast-paced office environment
- Efficiently operate a computer and utilize Microsoft Office Suite and various other software programs and databases
- Operate office equipment including multiple line telephones, copier, fax, and shredder
- Travel to outside counties within the 20th Judicial Circuit as needed

SUPERVISORY RESPONSIBILITIES

None

EDUCATION and/or EXPERIENCE

Bachelor's degree in public or judicial administration, business, criminal justice, social work, or a related social science. Three years of experience in program implementation and program evaluation in civil law or case management.

Juris doctorate degree is preferred.

Progressively responsible experience in program implementation, civil law or case management may substitute for the recommended college education on a year for year basis.

LANGUAGE SKILLS

Ability to read, analyze, and interpret detailed instructions, correspondence and memos. Ability to write case management reports, correspondence, and statistical reports. Ability to effectively present information and respond to questions from court administration, judges, other governmental agencies, attorneys and pro se litigants.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Must be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to evaluate problems, isolate key issues, research and develop alternative solutions and to present management with recommendations that include, at a minimum, the advantages, the disadvantages, and the cost and staff impact of recommendations.

**Twentieth Judicial Circuit
ADMINISTRATIVE OFFICE OF THE COURTS
Position Description**

PHYSICAL DEMANDS

While performing the duties of this position you are regularly required to talk or hear, frequently required to stand, walk, and sit, occasionally required to use hands to handle, or feel and reach with hands and arms, and must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this position include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have and maintain a valid Florida driver's license, with an acceptable driving record.
- State of Florida Notary Public certification is required (within 30 days of hire).

EQUIPMENT UTILIZED

Automobile, personal computer, printer, scanner, telephone, fax, and copier.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills and abilities.

Employees of the State Courts System, which includes Court Administration employees, are **at-will** employees. This document does not create an employment contract, implied or otherwise, and may be revised or rescinded at any time, due to operational necessity, at the sole discretion of the Court Administrator and or Chief Judge.

History: New

**Twentieth Judicial Circuit
ADMINISTRATIVE OFFICE OF THE COURTS
Position Description**

Job Title: Magistrate
Position Class: 5415 OPS
Department: Administrative Office of the Courts (Collier, Lee, & Charlotte)
Dept Head: Court Administrator
FLSA Status: Exempt
Prepared By: Civil/Family Court Director
Prepared Date: 5/20/10
Pay grade: 35
Funding: State

SUMMARY

This is a one year OPS position using non-reoccurring funds with primary duties and responsibilities concentrated on foreclosure case types to support the circuit's backlog reduction plan. Consistent with legislative intent for use of these funds, secondary duties and responsibilities may target the circuit's backlog reduction plan for contract and indebtedness cases or other designated civil case types.

This is a professional and responsible quasi-judicial position assigned to Circuit Civil matters. This position requires legal conduct appropriate to the Florida Rules of Judicial Administration and research activities at the trial court level as referred by the Judge of that court. This position shall have general powers and duties consistent with Rule 1.490 of the Florida Rules of Civil Procedure. The Magistrate will set hearings, conduct hearings, and make determinations that involve considerable interpretation and judgment in the analysis of legal issues in administrative law and civil litigation. The Magistrate is responsible for preparing and filing a report and recommendation that contains findings of fact and conclusions of law. Work is performed under general supervision of the Chief Judge, Administrative Judge, Court Administrator, Civil Judges, and Civil Court Director.

The core functions of the position include: 1) Schedule and conduct hearings, 2) Prepare Magistrate's Report and Recommendation, 3) Conduct legal research and writing, 4) Manage Caseload

Scheduled and Conduct Hearings

- Schedule hearings on matters referred by the Judge
- Conduct hearings, administer oaths, and accept evidence
- Interpret and make judgment on legal issues

Prepare Magistrate's Report

- Prepare Magistrate's report that includes findings of fact, recommendations and conclusion of laws
- Interpret and make judgment on legal issues
- File Magistrate's Report and track exceptions

Conduct Legal Research and Writing

- Prepare reports, draft orders, review briefs and research substantive and procedural issues
- Research the application and interpretation of the Florida Rules of Civil Procedure and Rules of Judicial Administration
- Perform research on particular questions of law as presented by judges sitting in the civil division of the court
- Conduct legislative research and tracking of legislation applicable to the court as it pertains to civil cases
- Perform research on particular questions of law as presented by judges sitting in the civil division of the Court
- Review pre-trial or post-trial motions, or any other matter as requested
- Conduct legal research, and make recommendations to judges, and submit proposed orders

Manage Caseload

- Work closely with Administrative Judge and Court Director to progress foreclosure case types
- Review court files and determine appropriate case path for disposition
- Conduct conferences and review hearings

Twentieth Judicial Circuit
ADMINISTRATIVE OFFICE OF THE COURTS
Position Description

- Review and monitor civil cases

Other

- Attend meetings, training, and educational seminars, as required
- Compile statistical reports
- Other duties as assigned

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform the essential duties and responsibilities satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A full-time magistrate cannot have a law practice while employed with the Administrative Office of the Courts. Part-time or on-call magistrate positions cannot maintain a law practice in the same area of law in which they perform magistrate functions or in any area of law which would create any appearance of impropriety or any potential conflict of interest.

Knowledge of:

- General legal principles, statutes, case law, court rules, and procedures
- Legal publications and legal research tools and the ability to use them efficiently
- Legal principles, statutory and case law, court rules and procedures
- Code of Judicial Conduct
- Florida State Courts System

Skills:

- Manual legal research
- Computerized legal research, including Westlaw and/or Lexis-Nexis
- Legal writing and drafting

Ability to:

- Reason logically and analytically
- Grasp, comprehend, and analyze complex legal issues and complicated factual details
- Effectively conduct hearings and prepare appropriate reports
- Conduct court hearings and prepare report and recommendations
- Exercise discretion, confidentiality, impartiality, and honesty in handling matters before the Court
- Communicate ideas and concepts effectively verbally and in writing
- Work effectively with others
- Conduct legal research manually via the Internet
- Efficiently utilize various computer software programs including but not limited to Microsoft Word, Outlook
- Perform exacting work, attentive to issues in matters before the court
- Digest and communicate ideas and concepts orally and in writing
- Exercise discretion, confidentiality, impartiality, and honesty in handling matters before the court
- Maintain organization and meet deadlines

SUPERVISORY RESPONSIBILITIES

None

EDUCATION and/or EXPERIENCE

A Juris doctorate degree from an accredited law school. Five years experience in the practice of law, civil court experience preferred. Prior judicial/ quasi-judicial also preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret legal documents, professional journals, technical procedures, or governmental regulations. Ability to write reports, legal memoranda, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, judges, and the general public.

Twentieth Judicial Circuit
ADMINISTRATIVE OFFICE OF THE COURTS
Position Description

MATHEMATICAL SKILLS

Ability to accurately add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY

Must be able to apply common sense understanding to carry out instructions furnished in written, verbal, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to evaluate problems, isolate key issues, research and develop alternative solutions and to present management with recommendations that include, at a minimum, the advantages, the disadvantages, and the cost and staff impact of recommendations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must be a member in good standing with the Florida Bar.

A valid Class "E" Florida Driver's License, w/acceptable-driving record, is required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Ability to drive an automobile.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

EQUIPMENT UTILIZED

Automobile, personal computer, printer, scanner, telephone, copier, fax, shredder

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

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History – New

Twentieth Judicial Circuit
ADMINISTRATIVE OFFICE OF THE COURTS
Position Description

Job Title: Program Coordinator (Civil Case Manager)
Department: Administrative Office of the Courts
Class Code: 7900
Dept Head: Civil/Family Court Director
FLSA Status: Excluded/Exempt
Prepared By: Civil/Family Court Director
Prepared Date: 11/5/10
Pay grade: 24
Funding: State (Lee County)

SUMMARY

This is a professional position assigned to case manage the circuit civil caseload. The Program Coordinator will perform a variety of case management duties to improve case processing standards and reduce the court's civil case backlog. The Program Coordinator is responsible for conducting case management conferences, classifying differentiated case management (DCM) tracks, reviewing complex cases and scheduling court events. The Program Coordinator is responsible for researching and writing legal memoranda and drafting court opinions and orders. Under the direction of the Civil/Family Court Director and Program Manager, this position is responsible for assisting with the development of a civil case management system, analyzing caseload data, writing statistical reports and implementing strategies to promptly and efficiently dispose of civil cases. Work is performed under the general supervision of the Chief Judge, Court Administrator, Administrative Judge, Civil Judges, Civil/Family Court Director and Program Manager.

The core functions of this position include: 1) Case Management, 2) Legal Research and Writing, 3) Assist with Program Development, and 4) Other Duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Case Management

- Conduct case management conferences
- Establish court deadlines and progress cases using DCM guiding principles
- Develop strategies to reduce case backlog and prevent reoccurrence
- Work closely with the Program Manager to actively manage cases
- Manage, schedule and monitor civil case including complex cases
- Review court files and joint stipulations for complex cases
- Prepare cases for conferences, review hearings and judicial review
- Prepare case management reports and orders
- Analyze, review and monitor a high-volume caseload
- Manage, schedule and monitor foreclosure cases as part of the Foreclosure Reduction Program.

Legal Research and Writing

- Prepare reports, draft orders, review briefs and research substantive and procedural issues
- Research the application and interpretation of the Florida Rules of Civil Procedure and Rules of Judicial Administration
- Perform research on particular questions of law as presented by Civil Court Judges
- Conduct legislative research and tracking of legislation applicable to the court as it pertains to civil cases
- Perform research on particular questions of law as presented by judges sitting in the civil division of the Court
- Review pre-trial or post-trial motions, or any other matter as requested
- Conduct legal research, and make recommendations to judges, and submit proposed orders

Twentieth Judicial Circuit
ADMINISTRATIVE OFFICE OF THE COURTS
Position Description

Assist with Program Development

- Review Statewide DCM models and court practices
- Assist with program development and implementation
- Develop differentiated case track criteria for civil cases
- Analyze caseload data and prepare statistical program reports
- Assist with development of local performance measures

Other

- Attend meetings, training, and educational seminars as required

LOCATION

This position is part of the Civil/Family Court team for the 20th Judicial Circuit, which encompasses Lee, Collier, Charlotte, Hendry and Glades Counties. As such, the incumbent may be assigned, either permanently or temporarily, to any of these five counties.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform the essential duties and responsibilities satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- General legal principles, statutes, case law, court rules, and procedures
- Legal publications and legal research tools and the ability to use them efficiently
- Legal principles, statutory and case law, court rules and procedures
- Differentiated case management principles and techniques
- Code of Judicial Conduct
- Florida State Courts System

Skills:

- Manual legal research
- Computerized legal research, including Westlaw and/or Lexis-Nexis
- Legal writing and drafting

Ability to:

- Reason logically and analytically
- Grasp, comprehend, and analyze complex legal issues and complicated factual details
- Analyze caseload data, prepare statistical reports and summarize significance
- Prepare legal reports and documents
- Communicate ideas and concepts effectively verbally and in writing
- Work effectively with others
- Conduct legal research manually and via the Internet
- Efficiently utilize various computer software programs including but not limited to Microsoft Word, Outlook
- Perform exacting work, attentive to issues in matters before the court
- Digest and communicate ideas and concepts orally and in writing
- Exercise discretion, confidentiality, impartiality, and honesty in handling matters before the court
- Maintain organization and meet deadlines

SUPERVISORY RESPONSIBILITIES

None

Twentieth Judicial Circuit
ADMINISTRATIVE OFFICE OF THE COURTS
Position Description

EDUCATION and/or EXPERIENCE

Juris Doctorate (J.D.) from an accredited law school and experience in civil or commercial law of case management strongly preferred. Minimum requirements are Bachelor's degree in business administration, criminology, law or a closely related social science field and four years of civil law or case management experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret legal documents, professional journals, technical procedures, or governmental regulations. Ability to write reports, legal memoranda, business correspondence, and procedure manuals. Ability to prepare and analyze statistical reports. Ability to effectively present information and respond to questions from groups of managers, judges, and the general public.

MATHEMATICAL SKILLS

Ability to accurately add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY

Must be able to apply common sense understanding to carry out instructions furnished in written, verbal, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to evaluate problems, isolate key issues, research and develop alternative solutions and to present management with recommendations that include, at a minimum, the advantages, the disadvantages, and the cost and staff impact of recommendations.

CERTIFICATES, LICENSES, REGISTRATIONS

- It is required to have and maintain a valid Class "E" Florida Driver's License, with an acceptable driving record due to intra-Circuit travel.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Ability to drive an automobile.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

EQUIPMENT UTILIZED

Automobile, personal computer, printer, scanner, telephone, copier, fax, shredder

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills and abilities.

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History –New

Twentieth Judicial Circuit
Administrative Office of the Courts
Position Description

Position Title: Senior Secretary (OPS) Collier County
Department: Magistrate Office
Reports To: Program Coordinator
FLSA Status: Included/Non-exempt
Prepared By: Family/Civil Director
Prepared Date: 5/27/10
Pay grade: 11
Funding Source: State/OPS

SUMMARY

This is a one year OPS position using non-reoccurring funds with primary duties and responsibilities concentrated on foreclosure case types to support the circuit's backlog reduction plan. Consistent with legislative intent for use of these funds, secondary duties and responsibilities may target the circuit's backlog reduction plan for contract and indebtedness cases or other designated civil case types.

The Senior Secretary is a responsible position that performs complex, high-level clerical duties to support the Magistrate's Office. This position is responsible for scheduling, clerical duties, case research, and docket management. The Senior Secretary is responsible for handling a high volume caseload and must be able to manage a multi-line telephone system and perform general office duties. A general knowledge of court practices, clerical procedures, court forms and legal terminology is necessary. The Senior Secretary must be able to prepare court forms, monitor court referrals and review court records. The Senior Secretary is required to maintain statistical reports. Work is performed with minimal supervision by the Program Coordinator and Administrative Services Manager. Work performance is evaluated by accuracy and efficiency of work provided, timeliness of duties, and by feedback from the public and other agencies. A variety of working relationships are established with court personnel, judges, non-judicial officers, vendors, judicial assistants, and the general public.

Core responsibilities include the following: (1) Administrative Support (2) Docket Management (3) Customer Service

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Support

- Perform administrative and support services for the Magistrates
- Schedule case management conferences and hearings
- Type and prepare documents, orders, reports, referrals and other related paperwork
- Conduct document review, monitor case status and perform case research
- Perform mail support functions including: conduct mail run, sort mail, distribute mail, disseminate faxes
- Organize internal workflow process
- Manage court files
- Compile statistical information, enter data, and create program reports
- Type letters, memos, and documents

Docket Management

- Conduct case research and prepare court files
- Schedule case management conferences, hearings and trials
- Coordinate and schedule meetings
- Prepare and distribute court dockets
- Coordinate hearing room location
- Maintain Magistrate's calendar

Customer Service

- Answer a multi-line phone system and assist a high volume of case inquiries
- Provide case information and general information on court process and procedures
- Assist litigants and attorneys, in person and phone
- Other administrative responsibilities and duties as assigned

SUPERVISORY RESPONSIBILITIES

None.

Twentieth Judicial Circuit
Administrative Office of the Courts
Position Description

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- General court practices and procedures
- Court forms and legal terminology
- Basic court structure
- Basic mathematics and simple statistics
- Standard office procedures
- Computer applications, including but not limited to: Odyssey, Microsoft Word, Power Point, WordPerfect and Excel

Ability to:

- Exhibit sound judgment, work well under pressure and meet established timelines and goals
- Deal professionally with the courts, attorneys and self-represented population
- Provide excellent customer service and maintain a pleasant demeanor in stressful situations
- Compile information and compose summary reports
- Organize routine workflow
- Effectively use time management skills
- Quickly learn computer applications
- Communicate thoughts and ideas effectively
- Effectively interpret general policy, criteria and procedures for specific situations
- Efficiently use computer skills
- Perform general office and administrative support duties
- Follow written and verbal instructions and procedures
- Develop good working relationships with local law enforcement, judges, and community resources
- Write and speak in English and Spanish is desirable but not required
- Type 40 wpm 45 cwpm preferred
- Schedule case events and maintain court calendars
- Compile statistical information
- Compose summaries and reports in a clear and concise manner

EDUCATION and/or EXPERIENCE

Any combination of job specific training and experience equivalent to graduation from high school or a GED, plus three years of secretarial and/or clerical experience.

LANGUAGE SKILLS

Must be able to read, analyze, and interpret general business periodicals, technical manuals, and government publications and regulations. Must have the ability to write reports and correspondence. Must have the ability to effectively present information and respond to questions from judges and judicial staff, Court Administration staff, supervisors, other governmental agencies, and vendors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Must be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to evaluate problems, isolate key issues, research and develop alternative solutions and to present management with recommendations that include, at a minimum, the advantages, the disadvantages, and the cost and staff impact of recommendations.

Twentieth Judicial Circuit
Administrative Office of the Courts
Position Description

PHYSICAL DEMANDS

The employee is regularly required to talk or hear, frequently required to sit for long periods of time, and occasionally lift and or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

CERTIFICATES, LICENSES, REGISTRATIONS

None

WORK ENVIRONMENT

The work environment for this position is moderate.

EQUIPMENT UTILIZED

Personal computer, printer, telephone, copier, fax, shredder

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

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History: New

Twentieth Judicial Circuit
Administrative Office of the Courts
Position Description

Position Title: Senior Secretary (OPS) Hendry County
Department: Civil
Reports To: Court Operations Manager
FLSA Status: Included/Non-exempt
Prepared By: Court Operations Manager
Prepared Date: 5/2 /10
Pay grade: 11
Funding Source: State/OPS

SUMMARY

This is a one-year OPS (Other Personnel Services) position using non-reoccurring funds with primary duties and responsibilities concentrated on foreclosure case types to support the circuit's backlog reduction plan. Consistent with legislative intent for use of these funds, secondary duties and responsibilities may target the circuit's backlog reduction plan for contract and indebtedness cases or other designated civil case types.

The Senior Secretary is a responsible position that performs complex, high-level clerical duties to support the Magistrate's Office. This position is responsible for scheduling, clerical duties, case research, and docket management. The Senior Secretary is responsible for handling a high volume caseload and must be able to manage a multi-line telephone system and perform general office duties. A general knowledge of court practices, clerical procedures, court forms and legal terminology is necessary. The Senior Secretary must be able to prepare court forms, monitor court referrals and review court records. The Senior Secretary is required to maintain statistical reports. Work is performed with minimal supervision by the Court Operations Manager. Work performance is evaluated by accuracy and efficiency of work provided, timeliness of duties, and by feedback from the public and other agencies. A variety of working relationships are established with court personnel, judges, non-judicial officers, vendors, judicial assistants, and the general public.

Core responsibilities include the following: (1) Administrative Support (2) Docket Management (3) Customer Service (4) Case Management Assistance

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Support

- Perform administrative and support services for the Magistrates
- Schedule case management conferences and hearings
- Type and prepare documents, orders, reports, referrals and other related paperwork
- Conduct document review, monitor case status and perform case research
- Perform mail support functions including: conduct mail run, sort mail, distribute mail, disseminate faxes
- Organize internal workflow process
- Manage court files
- Compile statistical information, enter data, and create program reports
- Type letters, memos, and documents

Docket Management

- Conduct case research and prepare court files
- Schedule case management conferences, hearings and trials
- Coordinate and schedule meetings
- Prepare and distribute court dockets
- Coordinate hearing room location
- Maintain Magistrate's calendar

Customer Service

- Answer a multi-line phone system and assist a high volume of case inquiries
- Provide case information and general information on court process and procedures
- Assist litigants and attorneys, in person and phone
- Other administrative responsibilities and duties as assigned

SUPERVISORY RESPONSIBILITIES

None

Twentieth Judicial Circuit
Administrative Office of the Courts
Position Description

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- General court practices and procedures
- Court forms and legal terminology
- Basis court structure
- Basic mathematics and simple statistics
- Standard office procedures
- Computer applications, including but not limited to: Odyssey, Microsoft Word, Power Point, WordPerfect and Excel

Ability to:

- Exhibit sound judgment, work well under pressure and meet established timelines and goals
- Deal professionally with the courts, attorneys and self-represented population
- Provide excellent customer service and maintain a pleasant demeanor in stressful situations
- Compile information and compose summary reports
- Organize routine workflow
- Effectively use time management skills
- Quickly learn computer applications
- Communicate thoughts and ideas effectively
- Effectively interpret general policy, criteria and procedures for specific situations
- Efficiently use computer skills
- Perform general office and administrative support duties
- Follow written and verbal instructions and procedures
- Develop good working relationships with local law enforcement, judges, and community resources
- Write and speak in English and Spanish is desirable
- Type 40 wpm 45 cwpm preferred
- Schedule case events and maintain court calendars
- Compile statistical information
- Compose summaries and reports in a clear and concise manner

EDUCATION and/or EXPERIENCE

Any combination of job specific training and experience equivalent to graduation from high school or a GED, plus three years of secretarial and/or clerical experience.

LANGUAGE SKILLS

Must be able to read, analyze, and interpret general business periodicals, technical manuals, and government publications and regulations. Must have the ability to write reports and correspondence. Must have the ability to effectively present information and respond to questions from judges and judicial staff, Court Administration staff, supervisors, other governmental agencies, and vendors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Must be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to evaluate problems, isolate key issues, research and develop alternative solutions and to present management with recommendations that include, at a minimum, the advantages, the disadvantages, and the cost and staff impact of recommendations.

Twentieth Judicial Circuit
Administrative Office of the Courts
Position Description

PHYSICAL DEMANDS

The employee is regularly required to talk or hear, walk (including stairs) frequently required to sit for long periods of time, and occasionally lift and or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

CERTIFICATES, LICENSES, REGISTRATIONS

None

WORK ENVIRONMENT

The work environment for this position is moderate.

EQUIPMENT UTILIZED

Personal computer, printer, telephone, copier, fax, shredder

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

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History: New

Twentieth Judicial Circuit
Administrative Office of the Courts
Position Description

Position Title: Senior Secretary (OPS) Lee County
Department: Magistrate Office
Reports To: Family/Civil Director
FLSA Status: Included/Non-exempt
Prepared By: Family/Civil Director
Prepared Date: 5/25/10
Pay grade: 11
Funding Source: State/OPS

SUMMARY

This is a one year OPS position using non-reoccurring funds with primary duties and responsibilities concentrated on foreclosure case types to support the circuit's backlog reduction plan. Consistent with legislative intent for use of these funds, secondary duties and responsibilities may target the circuit's backlog reduction plan for contract and indebtedness cases or other designated civil case types.

The Senior Secretary is a responsible position that performs complex, high-level clerical duties to support the Magistrate's Office. This position is responsible for scheduling, clerical duties, case research, and docket management. The Senior Secretary is responsible for handling a high volume caseload and must be able to manage a multi-line telephone system and perform general office duties. A general knowledge of court practices, clerical procedures, court forms and legal terminology is necessary. The Senior Secretary must be able to prepare court forms, monitor court referrals and review court records. The Senior Secretary is required to maintain statistical reports. Work is performed with minimal supervision by the Civil/Family Division Director and Magistrate. Work performance is evaluated by accuracy and efficiency of work provided, timeliness of duties, and by feedback from the public and other agencies. A variety of working relationships are established with court personnel, judges, non-judicial officers, vendors, judicial assistants, and the general public.

Core responsibilities include the following: (1) Administrative Support (2) Docket Management (3) Customer Service

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Support

- Perform administrative and support services for the Magistrates
- Schedule case management conferences and hearings
- Type and prepare documents, orders, reports, referrals and other related paperwork
- Conduct document review, monitor case status and perform case research
- Perform mail support functions including: conduct mail run, sort mail, distribute mail, disseminate faxes
- Organize internal workflow process
- Manage court files
- Compile statistical information, enter data, and create program reports
- Type letters, memos, and documents

Docket Management

- Conduct case research and prepare court files
- Schedule case management conferences, hearings and trials
- Coordinate and schedule meetings
- Prepare and distribute court dockets
- Coordinate hearing room location
- Maintain Magistrate's calendar

Customer Service

- Answer a multi-line phone system and assist a high volume of case inquiries
- Provide case information and general information on court process and procedures
- Assist litigants and attorneys, in person and phone
- Other administrative responsibilities and duties as assigned

SUPERVISORY RESPONSIBILITIES

None.

Twentieth Judicial Circuit
Administrative Office of the Courts
Position Description

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- General court practices and procedures
- Court forms and legal terminology
- Basic court structure
- Basic mathematics and simple statistics
- Standard office procedures
- Computer applications, including but not limited to: Odyssey, Microsoft Word, Power Point, WordPerfect and Excel

Ability to:

- Exhibit sound judgment, work well under pressure and meet established timelines and goals
- Deal professionally with the courts, attorneys and self-represented population
- Provide excellent customer service and maintain a pleasant demeanor in stressful situations
- Compile information and compose summary reports
- Organize routine workflow
- Effectively use time management skills
- Quickly learn computer applications
- Communicate thoughts and ideas effectively
- Effectively interpret general policy, criteria and procedures for specific situations
- Efficiently use computer skills
- Perform general office and administrative support duties
- Follow written and verbal instructions and procedures
- Develop good working relationships with local law enforcement, judges, and community resources
- Write and speak in English and Spanish is desirable but not required
- Type 40 wpm 45 cwpm preferred
- Schedule case events and maintain court calendars
- Compile statistical information
- Compose summaries and reports in a clear and concise manner

EDUCATION and/or EXPERIENCE

Any combination of job specific training and experience equivalent to graduation from high school or a GED, plus three years of secretarial and/or clerical experience.

LANGUAGE SKILLS

Must be able to read, analyze, and interpret general business periodicals, technical manuals, and government publications and regulations. Must have the ability to write reports and correspondence. Must have the ability to effectively present information and respond to questions from judges and judicial staff, Court Administration staff, supervisors, other governmental agencies, and vendors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Must be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to evaluate problems, isolate key issues, research and develop alternative solutions and to present management with recommendations that include, at a minimum, the advantages, the disadvantages, and the cost and staff impact of recommendations.

Twentieth Judicial Circuit
Administrative Office of the Courts
Position Description

PHYSICAL DEMANDS

The employee is regularly required to talk or hear, frequently required to sit for long periods of time, and occasionally lift and or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

CERTIFICATES, LICENSES, REGISTRATIONS

None

WORK ENVIRONMENT

The work environment for this position is moderate.

EQUIPMENT UTILIZED

Personal computer, printer, telephone, copier, fax, shredder

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills and abilities.

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History: New

**Twentieth Judicial Circuit
ADMINISTRATIVE OFFICE OF THE COURTS
Position Description**

Job Title: Trial Court Law Clerk/ Civil Case Manager
Department: Administrative Office of the Courts (Lee County)
Dept Head: Civil/Family Court Director
FLSA Status: Exempt
Prepared By: Civil/Family Court Director
Prepared Date: 10/30/2009
Funding: State

SUMMARY

This is a professional position assigned to oversee the circuit civil caseload. The Trial Court Law Clerk/Civil Case Manager will perform a variety of case management duties to improve case processing standards and eliminate existing case backlog and prevent reoccurrence. Under the direction of the Family/Civil Court Director, this position will be responsible for assisting with the development of a civil case management system, analyzing caseload data, writing statistical reports and implementing strategies to promptly and efficiently dispose of civil cases. This position will use differentiated case management (DCM) time-standards and principles to guide the development of this project. The Trial Court Law Clerk/Civil Case Manager will also be responsible for researching and writing legal memoranda, drafting opinions and orders in all types of circuit court matters, including complex civil litigation and complex legal issues. This position will work in conjunction with the Civil Court Magistrate to classify DCM case tracks, review complex case assignments and schedule court events. Work is performed under the general supervision of the Chief Judge, Court Administrator, Administrative Judge, Civil Judges and Civil/Family Court Director.

The core functions of this position include: 1) Assist with program development and implementation 2) Case management 3) Legal research and writing.

Assist Program Development and Implementation

- Assist with the development of the civil case management project
- Implement plan to improve case processing for civil cases
- Develop differentiated case tracks and criteria
- Analyze caseload data and prepare statistical program reports
- Assist with development of local performance measures

Case Management

- Establish court deadlines and progress cases using DCM guiding principles
- Develop strategies to resolve case backlog and prevent reoccurrence
- Work closely with civil court judges to actively manage cases
- Review court files and joint stipulations for complex cases
- Prepare cases for conferences, review hearings and judicial review
- Prepare case management reports
- Analyze, review and monitor a high-volume caseload

Legal Research and Writing

- Prepare reports, draft orders, review briefs and research substantive and procedural issues
- Research the application and interpretation of the Florida Rules of Civil Procedure and Rules of Judicial Administration
- Perform research on particular questions of law as presented by Civil Court Judges
- Conduct legislative research and tracking of legislation applicable to the court as it pertains to civil cases
- Perform research on particular questions of law as presented by judges sitting in the civil division of the Court
- Review pre-trial or post-trial motions, or any other matter as requested
- Conduct legal research, and make recommendations to judges, and submit proposed orders

Twentieth Judicial Circuit
ADMINISTRATIVE OFFICE OF THE COURTS
Position Description

Other

- Attend meetings, training, and educational seminars as required
- Other duties as assigned

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform the essential duties and responsibilities satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- General legal principles, statutes, case law, court rules, and procedures
- Legal publications and legal research tools and the ability to use them efficiently
- Legal principles, statutory and case law, court rules and procedures
- Differentiated case management principles and techniques
- Code of Judicial Conduct
- Florida State Courts System

Skills:

- Manual legal research
- Computerized legal research, including Westlaw and/or Lexis-Nexis
- Legal writing and drafting

Ability to:

- Reason logically and analytically
- Grasp, comprehend, and analyze complex legal issues and complicated factual details
- Analyze caseload data, prepare statistical reports and summarize significance
- Prepare legal reports and documents
- Exercise discretion, confidentiality, impartiality, and honesty in handling matters before the Court
- Communicate ideas and concepts effectively verbally and in writing
- Work effectively with others
- Conduct legal research manually and via the Internet
- Efficiently utilize various computer software programs including but not limited to Microsoft Word, Outlook
- Perform exacting work, attentive to issues in matters before the court
- Digest and communicate ideas and concepts orally and in writing
- Exercise discretion, confidentiality, impartiality, and honesty in handling matters before the court
- Maintain organization and meet deadlines

SUPERVISORY RESPONSIBILITIES

None

EDUCATION and/or EXPERIENCE

Juris doctorate degree from an accredited law school.

LANGUAGE SKILLS

Ability to read, analyze, and interpret legal documents, professional journals, technical procedures, or governmental regulations. Ability to write reports, legal memoranda, business correspondence, and procedure manuals. Ability to prepare and analyze statistical reports. Ability to effectively present information and respond to questions from groups of managers, judges, and the general public.

MATHEMATICAL SKILLS

Ability to accurately add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**Twentieth Judicial Circuit
ADMINISTRATIVE OFFICE OF THE COURTS
Position Description**

REASONING ABILITY

Must be able to apply common sense understanding to carry out instructions furnished in written, verbal, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to evaluate problems, isolate key issues, research and develop alternative solutions and to present management with recommendations that include, at a minimum, the advantages, the disadvantages, and the cost and staff impact of recommendations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must be a member in good standing with the Florida Bar.
A valid Class "E" Florida Driver's License, w/acceptable-driving record, is required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Ability to drive an automobile.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

EQUIPMENT UTILIZED

Automobile, personal computer, printer, scanner, telephone, copier, fax, shredder

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills and abilities.

Employees of the State Courts System, which includes Court Administration employees, are **at-will** employees. This document does not create an employment contract, implied or otherwise, and may be revised or rescinded at any time, due to operational necessity, at the sole discretion of the Court Administrator and/or Chief Judge.

History –New 10/30/09