

# **CLASSIFICATION AND PAY PROCEDURES**



**FOR THE EMPLOYEES OF THE  
PUBLIC DEFENDER OFFICES  
OF THE STATE OF FLORIDA**

**Revised & Effective – July 1, 2023**

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## **REGULAR CLASSIFICATION AND PAY PLAN (PART I)**

**Authority** - Part II, §27.53(1), Fla. Stat. The Florida Legislature, effective July 1, 1981, required that “the public defenders of all judicial circuits shall jointly develop a coordinated classification and pay plan which shall be submitted on or before January 1 of each year to the Judicial Administrative Commission, the Office of the President of the Senate, and the Office of the Speaker of the House of Representatives.”

**Scope and Purpose** - These rules were adopted by the Florida Public Defender Board of Directors on the 4th day of November, 1981, and amended on the 14th of December, 1983, to include Part II, Senior Management, as general guidelines in administering the classification and pay plan applicable to employees filling authorized and established positions in the public defender offices of all judicial circuits, with the exception of those positions designated within the Florida Public Defenders Salary Schedules as being exempt. The Public Defender may grant, in whole or in part, the benefits of these rules to the exempt employees. Attendance & Leave Guidelines of this manual are applicable to the extent that they do not conflict with the internal rules of the individual public defender offices. No section of this plan is intended to restrict or supersede any applicable federal law (e.g., Federal Wage and Hour Law, Family and Medical Leave Act of 1993, etc.).

### **Statement of Policy**

- (1) All employees of the public defender offices are exempt from the State of Florida Career Service System and serve at the pleasure of the employer.
- (2) For the purposes of these regulations, the Public Defender of each judicial circuit is considered to be the employer.
- (3) The Public Defender has authority to hire personnel at the minimum or at any level up to the maximum of the pay grade, promote, reclassify and or grant salary increases to personnel and otherwise administer the pay plan subject only to the limitation of these rules, appropriated funds and statutory limitations.
- (4) The Florida Public Defender Association Board of Directors shall be responsible for the maintenance of these procedures, the salary schedules, and the class specifications.

## **CHAPTER 1: CLASSIFICATION**

- 1.01 Scope and Purpose
- 1.02 Statements of Policy
- 1.03 Definitions
- 1.04 Administration of the Plan
- 1.05 Class Specifications
- 1.06 Position Descriptions
- 1.07 Exercise of Classifications Authority and Procedures
- 1.08 Assignment of Lead-Worker Duties
- 1.09 Use of Class Titles

### **1.01 SCOPE AND PURPOSE**

This chapter sets forth the rules for the establishment, maintenance, and administration of the uniform Classification Plan applicable to the positions in the Public Defender Offices.

### **1.02 STATEMENTS OF POLICY**

- (1) The Florida Public Defenders shall establish and maintain a uniform Classification Plan applicable to positions in the Public Defender Offices, and shall be responsible for the overall coordination, review, and maintenance of the plan. The plan shall consist of, but not be limited to, (a) all approved classes of positions, (b) the class specifications for all approved classes of positions, (c) the allocation of each position to its proper class, and (d) the rules governing the administration of the plan.
- (2) Each class shall be defined by a class specification, assigned to an appropriate pay grade, a class code, and class title.
- (3) Approved classes shall be listed in the Florida Public Defenders Salary Schedule.
- (4) Positions shall not be allocated to a class that has not been approved as part of the Classification Plan.
- (5) No action shall be taken to fill any position until it has been classified in accordance with the Classification Plan.
- (6) All classes shall be designated as "excluded" or "included" for overtime purposes in accordance with the Fair Labor Standards Act.

### **1.03 DEFINITIONS**

For the purpose of administering these rules, the following definitions shall apply:

- (1) RECLASSIFICATION - Changing the classification of an established position as a result of a change in the duties and responsibilities of the position.
- (2) POSITION DESCRIPTION - The document prepared by the employing agency, which describes the officially assigned duties and responsibilities and other pertinent information relative to a position.

- (3) CLASS SPECIFICATION - The document issued by the Florida Public Defenders that defines the allocation concepts, type of work, level of difficulty or responsibilities, training and experience requirements, as well as other information determined appropriate by the Florida Public Defender.
- (4) ADD AND DELETE - A budgetary action involving the abolishment of an authorized and/or established position, and the addition of an authorized position in lieu thereof between judicial circuits.
- (5) CONCEPTS AND ALLOCATION FACTORS - The statements included in the "Distinguishing Characteristics of Work" section of the class specification.
- (6) EXCLUDED POSITION - A position in the Florida Public Defenders salary schedule which does not require compensation for overtime and is exempt from the Fair Labor Standards Act.
- (7) INCLUDED POSITION - A position in the Florida Public Defenders salary schedule that requires compensation for overtime, according to the Fair Labor Standards Act.
- (8) OVERTIME - Overtime is defined as work performed beyond the forty (40) hours of the established workweek in accordance with the Fair Labor Standards Act. No overtime work will be granted unless the proper authority within the agency has approved it beforehand.

#### **1.04 ADMINISTRATION OF THE PLAN**

- (1) The primary responsibility for the day-to-day administration of the Classification Plan rests with each Public Defender.
- (2) The responsibilities of the Florida Public Defenders shall be: (a) coordinating, reviewing, and maintaining the Classification Plan; (b) establishing new classes and the revising or abolishing existing classes and; (c) conducting periodic studies and surveys to assure that the Classification Plan is current.

#### **1.05 CLASS SPECIFICATIONS**

- (1) Classes shall be established, revised or abolished by the Florida Public Defenders as necessary for the current maintenance of the Classification Plan, and such changes to the Plan shall be reflected in the class specifications.
- (2) Each class specification shall contain the characteristics, allocation factors, and concepts for positions that will be allocated to the class. While the exact duties and responsibilities of positions in a class may differ, all positions allocated to a class shall be sufficiently similar as to kind of work, level of difficulty or responsibility, and qualification requirements to warrant like treatment.
- (3) Notification of new or revised specifications or notification of abolished classes shall be furnished to each Public Defender office upon finalization of the class actions.
- (4) The training and experience requirements of a class shall be job-related and reflect those knowledge, skills, and abilities an individual would need upon entry to a position in the class. The following shall be considered in establishing training and experience requirements:
  - (a) Training and experience requirements shall not be recommended or determined by the level of pay that is desired for the class.

- (b) Where possible, training and experience requirements shall be structured to facilitate the progression of employees from lower to higher or lateral levels of work without artificial barriers.
- (c) Training and experience requirements shall state specific kinds and amounts of qualifying experience and/or education required for applicants to be eligible for a class.
- (d) Training and experience requirements shall not include age, sex, or physical requirements unless they are justifiable occupational qualifications essential for the work to be performed.
- (e) Training and experience requirements shall not include statements related to conduct or reputation of applicants unless required by law.
- (f) Necessary special requirements shall be included where required by law or when such requirements can be clearly shown to be essential.
- (g) Minimum requirements as reflected on the class specifications may be substituted by an equivalent combination of training and/or experience approved by each Public Defender.
- (h) Examinations for selected non-exempt employees may be administered by each Public Defender in determining eligibility for employment.

#### **1.06 POSITION DESCRIPTION**

The Public Defenders shall maintain a current position description for each established position authorized. The current position description shall serve as the official record of the duties and responsibilities assigned the position and shall be used to officially classify the position.

#### **1.07 EXERCISE OF CLASSIFICATION AUTHORITY AND PROCEDURES**

- (1) Each Public Defender shall have the authority and responsibility to classify positions authorized by the Legislature or authorized pursuant to §216.262, Fla. Stat., to classify positions that are added in lieu of positions deleted pursuant to §216.262, Fla. Stat., and to reclassify established positions.
- (2) Classification and reclassification actions taken by the Public Defender shall be within classes of positions established by the Florida Public Defenders.
- (3) When classification or reclassification action is taken by a Public Defender, a current position description shall be submitted to the Justice Administrative Commission within thirty (30) days of the effective date of any such action.
- (4) If a new class or class revision is requested, the Public Defender requesting same shall furnish a position description and proposed class specifications to the Public Defender Office Administration Committee for review and recommendations to the Public Defender Board of Directors for appropriate action. The request and the recommendations of the Office Administration Committee shall be presented to the Board of Directors within a reasonable period of time. Upon approval by the Board, the class will be established.
- (5) Employee Personnel Transactions. When a position is classified and when a reclassification or classification correction is effected, the pay for the employee filling that position shall be determined in accordance with the provisions of the pay plan established in Chapter 2 of these procedures.

### **1.08 ASSIGNMENT OF LEAD-WORKER DUTIES**

- (1) If there are several positions in the same class or a different class with the same pay grade located in the same work unit, one or more of the positions may be assigned lead-worker duties provided:
  - (a) The assignment of duties and responsibilities of a limited supervisory nature is in addition to the normal duties and responsibilities of the position.
  - (b) The additional responsibilities do not justify reclassification of the position to a supervisory class.
- (2) If lead-worker duties are assigned a position, an approved position description shall be prepared and processed in the same manner as a reclassification action.

### **1.09 USE OF CLASS TITLES**

Official class titles and class codes shall be used on all personnel payroll records and in the preparation of legislative and operating budgets.



## CHAPTER 2: PAY PLAN

- 2.01 Scope and Purpose
- 2.02 Statements of Policy
- 2.03 Pay Plan Package
- 2.04 Method of Payment
- 2.05 Employment Salary
- 2.06 Salary Increases
- 2.07 Pay Upon Demotion
- 2.08 Downward Pay Adjustments
- 2.09 Pay for Less Than Full-Time Employment
- 2.10 Overlap in Position
- 2.11 Dual Employment and Compensation
- 2.12 Processing Pay Changes
- 2.13 Budgetary Limitations
- 2.14 Computation of Hourly Rate
- 2.15 Effective Date of Salary Changes
- 2.16 Payroll Corrections Due to Clerical Errors
- 2.17 Recognition Awards; Savings Sharing Program; Bonus Payments; Other Awards
- 2.18 Select Exempt Service
- 2.19 Performance Evaluations
- 2.20 Perquisites

### **2.01 SCOPE AND PURPOSE**

This chapter sets forth the rules for the establishment, maintenance, and administration of an equitable pay plan that shall be applicable to positions in the Public Defender Offices.

### **2.02 STATEMENTS OF POLICY**

- (1) The Pay Plan shall consist of (a) the official Schedule of Pay Ranges, (b) the official Salary Schedule, and (c) the rules governing the administration of the Pay Plan.
- (2) The Schedule of Pay Ranges shall consist of all pay grades and their assigned pay ranges.
- (3) The Salary Schedule shall consist of, but not be limited to, class codes, class titles, pay grades, and the minimum and maximum rates of pay for all classes, and included/excluded designations.
- (4) The Florida Public Defenders through their Office Administration Committee shall review all pay grade assignments for the purpose of making recommendations for pay changes that will maintain a competitive pay plan.
- (5) Each pay range shall be structured in such a way that a minimum and maximum rate is established.
- (6) An employee previously employed by another State Agency may be employed at the rate received from the previous State Agency even though said rate of pay exceeds the maximum. However, said employee would be subject to any rate of pay control provisions provided by law.

### **2.03 PAY PLAN PACKAGE**

The distribution of pay package funds for a circuit shall be determined by the Public Defender.

### **2.04 METHOD OF PAYMENT**

All employees shall be paid in accordance with the rates shown in the official Salary Schedule and the provisions of this chapter.

### **2.05 EMPLOYMENT SALARY**

An employee shall be paid at the minimum of the pay range for the class to which appointed, unless a higher or lower salary is approved for the employee by the Public Defender. An employee must be paid no less than the minimum wage as required by law.

### **2.06 SALARY INCREASES**

An employee shall be eligible to receive salary increases at any time as follows:

- (1) A merit salary advancement - May be granted to an employee at the discretion of the Public Defender based upon accomplishments and performance of duties and responsibility.
- (2) An upward pay adjustment - May be granted by a Public Defender to an employee whose class has had a pay range increase, or a lead-worker designation.
- (3) A special pay increase - If conditions exist which justify pay increases, the Public Defender may approve a permanent or temporary special pay increase for any employee. Conditions may include, but not limited to, one or more of the following: reassignment, transfer, added duties and responsibilities, superior proficiency, education and training, competitive job offer, and internal pay relationships.
- (4) A promotion - An employee's salary shall be increased at least to the minimum for the class to which the employee is promoted.

### **2.07 PAY UPON DEMOTION**

- (1) An employee may be demoted with or without a reduction in pay, at the discretion of the Public Defender.
- (2) An employee who is demoted shall not be granted a pay increase at the time of demotion.

### **2.08 DOWNWARD PAY ADJUSTMENTS**

When a class has a pay range decrease, the pay of an employee shall not be changed.

### **2.09 PAY FOR LESS THAN FULL-TIME EMPLOYMENT**

- (1) An employee who is paid on a monthly basis and is filling an established position on a part-time basis or who is employed or separated during a pay period shall have the pay determined in accordance with the following:
  - (a) Where the employee is on the payroll for less than a full month:

$$\text{Amount to be paid} = \frac{\text{hours worked in the month}}{\text{\# work hours in the month}} \times \text{monthly rate}$$

Hours worked in a month are defined as hours actually worked, time off with approved leave with pay, or time off due to a holiday falling within the period the employee is on the payroll.

Number of work hours in the month is determined by multiplying 8 x the number of workdays in the month. To determine the monthly rate where an employee is paid on an hourly basis, the following shall be used:

$$\text{Hourly rate} \times 2080 = \text{Annual rate} \quad \text{and} \quad \text{Annual rate} \div 12 = \text{Monthly rate}$$

(b) Where employed on a part-time basis:

$$\text{Amount to be paid} = \frac{\text{Regular full-time monthly rate} \times \text{\% time worked by the employee each month.}}$$

- (2) In applying the formula set forth in this section for determining less than full-time employment, the following shall apply:
- (a) All new employees - The number of hours worked shall be the number of hours on duty plus any holidays falling after the employee's first day of work.
  - (b) Part-time employees - The number of hours worked shall be the number of hours on duty plus any leave with pay and a prorated number of hours for any holidays falling during the pay period after the first day of work.
  - (c) Employees moving from one agency to another agency - The number of hours worked in the agency the employee is leaving shall be the number of hours on duty in that agency plus any leave with pay and any holidays falling prior to the employee's last day as an employee of that agency. The number of hours worked in the agency to which the employee is moving shall be the number of hours on duty in that agency plus any leave with pay and any holidays falling after the employee's last day as an employee of the other agency.
  - (d) Employees separating from the Public Defender Offices - The number of hours worked shall be the number of hours on duty plus any leave with pay and any holidays falling prior to the employee's last day of employment.

## 2.10 OVERLAP IN POSITION

To be handled in accordance with the provision of Chapter 60L-33.00311, Florida Administrative Code.

## 2.11 DUAL EMPLOYMENT AND COMPENSATION

To be handled in accordance with the provisions of Chapter 60L-32.003, Florida Administrative Code.

## **2.12 PROCESSING PAY CHANGES**

- (1) All pay changes shall be processed through the Justice Administrative Commission. The Public Defender personnel representative shall review each change to determine that it is in compliance with the provisions of this chapter.
- (2) In processing pay changes made in accordance with the provisions of this chapter, all computations should be rounded to the nearest cent. If the third decimal place is five or more, round up to the next higher cent. If the third decimal place is four or less, round down to the next lower cent.

## **2.13 BUDGETARY LIMITATIONS**

- (1) All provisions of this chapter relating to payment of salaries are contingent upon funds being available.
- (2) Any deviation from paying employees in accordance with these rules because of budgetary limitations must be approved by the Public Defender.

## **2.14 COMPUTATION OF HOURLY RATE**

- (1) All pay is computed on the basis of 2080 work hours annually.
- (2) An employee who is paid on a monthly basis shall have the hourly rate for OVERTIME PURPOSES determined as follows:  $Monthly\ rate \div 174 = Hourly\ rate$

## **2.15 EFFECTIVE DATE OF SALARY CHANGES**

The effective date of all salary changes provided for in this chapter shall be the date specified by the Public Defender.

## **2.16 PAYROLL CORRECTION DUE TO CLERICAL ERRORS**

The Public Defender may correct any payroll error so that the salary change is effective on the date and in the amount originally intended.

## **2.17 RECOGNITION AWARDS; SAVINGS SHARING PROGRAM; BONUS PAYMENTS; OTHER AWARDS**

The Public Defender of each circuit may, unless otherwise provided by law, participate in the Savings Sharing Program and any other bonus or awards program as authorized under the provisions of §110.1245, Fla. Stat., or any other section of Florida Statutes or Laws of Florida, the General Appropriations Act, or any other legislative acts implementing appropriations to state agencies.

## **2.18 SELECT EXEMPT SERVICE**

Effective January 1, 1999, state-funded Assistant Public Defender positions may receive Select Exempt Service benefits of up to 100% payment of health, life and disability insurance.

## **2.19 PERFORMANCE EVALUATIONS**

Written performance evaluations are not required, but may be done at the discretion of the Public Defender.

## **2.20 PERQUISITES**

In accordance with the provisions of §216.262(1)(f), Fla. Stat., any and all perquisites shall be approved in advance by the Public Defender and reported on June 30th of each year.

## **CHAPTER 3: ATTENDANCE AND LEAVE**

- 3.01 Scope and Purpose
- 3.02 Statements of Policy
- 3.03 Hours of Work
- 3.04 Record Keeping
- 3.05 Overtime
- 3.06 Holidays and Other Authorized Activities
- 3.07 Annual Leave
- 3.08 Sick Leave
- 3.09 Disability Leave
- 3.10 Administrative Leave
- 3.11 Military Leave
- 3.12 Educational Leave With Pay
- 3.13 Leaves of Absence Without Pay
- 3.14 Family and Medical Leave

### **3.01 SCOPE AND PURPOSE**

This chapter sets forth the rules and regulations governing the attendance and leave of employees in the Public Defender Offices.

### **3.02 STATEMENTS OF POLICY**

- (1) Unless specifically approved by the Public Defender:
  - (a) No Public Defender shall operate on less than a 40-hour workweek.
  - (b) The workday for each full-time employee shall be 8 hours, and workweek shall be 40 hours during a given 7-day period.
- (2) The granting of any leave of absence with or without pay shall be in writing and shall be approved by the proper authority within the Public Defender Office. An employee who is granted leave of absence with or without pay shall remain an employee of the Public Defender while on such leave and shall be returned to the same position or a different position in the same class and same work location upon termination of the approved leave of absence, unless the Public Defender and the employee agree in writing to other conditions and terms.
- (3) Any leave of absence with or without pay shall be approved prior to the leave being taken, except in the case of an emergency where the employee must be absent prior to receiving approval from proper authority for the absence.
  - (a) When, due to such emergencies, the employee cannot obtain prior approval, the Public Defender may take one of the following actions:
    - 1. Grant the employee leave with pay, provided the employee has sufficient accrued leave credits to cover the absence;
    - 2. Place the employee on leave without pay for the absence; or,
    - 3. If the absence is for 3 consecutive workdays, consider the employee to have abandoned the position and resigned from the Public Defender's Office.

- (b) If an employee's request for leave of absence is not approved and the employee takes unauthorized leave, the Public Defender may place the employee on leave without pay and after an unauthorized leave of absence for 3 consecutive workdays may consider the employee to have abandoned the position and resigned from the Public Defender's Office.

### **3.03 HOURS OF WORK**

- (1) As provided in Section 3.02 above, 8 hours shall constitute a workday and 40 hours shall constitute a workweek for all full-time employees unless a different workday or workweek is specifically approved by the Public Defender.
- (2) Full-time employees shall be required to be present at their assigned job for the total hours in the established workweek, unless appropriate authority authorizes absence from duty in accordance with the provisions of this section.
- (3) Part-time employees shall be required to work at their assigned jobs for the total number of hours for which they are being compensated, unless appropriate authority authorizes absence from duty in accordance with the provisions of this section.
- (4) Required attendance and training courses shall be considered as hours worked.
- (5) Travel to and from an employee's home to an employee's regularly assigned headquarters shall not be counted as hours worked.
- (6) Each Public Defender may allow employees one work break during the first half of their work shift and one work break during the second half of their work shift, provided that;
  - (a) No single work break shall exceed 15 minutes absence from the employee's workstation.
  - (b) An employee may not accumulate unused work breaks.

### **3.04 RECORD KEEPING**

- (1) Each Public Defender office is required to keep an accurate record of all hours worked by each employee, as well as a complete and accurate record of all authorized leave. Any employee who earns or uses compensatory leave credits of less than a full hour shall be credited or charged with such leave to the closest quarter of an hour.
- (2) All hours worked must be totaled at the end of the month and the total shall be rounded to the nearest quarter of an hour.
- (3) The ultimate responsibility for the accuracy and proper maintenance of all attendance and leave records rests with the Public Defender.
- (4) Falsification of any attendance or leave records shall be cause for dismissal of the employee or employees involved.

### **3.05 OVERTIME**

- (1) Overtime is defined as work performed beyond the 40 hours of the established workweek in accordance with the Fair Labor Standards Act. No overtime work will be granted unless the proper authority within the agency has approved it beforehand.
- (2) In applying the overtime provisions of this chapter, every employee must be designated as filling either an "included position" or an "excluded position." This determination shall be

based on the designation of the employee's class in Florida Public Defender Salary Schedule B and Salary Schedule D.

- (a) "Excluded Position" for the purpose of the Fair Labor Standards Act shall include the following:
    - (i) Elected Public Defender
    - (ii) Assistant Public Defenders
    - (iii) Positions established as "excluded" in Salary Schedule B and Salary Schedule D, except as otherwise designated by the Public Defender.
  - (b) "Included Position" for the purpose of the Fair Labor Standards Act are those positions established as "included" in Salary Schedule B, except as otherwise designated by the Public Defender.
- (3) Overtime worked by an employee shall be compensated in accordance with the following provisions:
- (a) An employee who is filling an included position shall either be paid for all overtime at one and one-half times the employee's base rate of pay or by the time-off plan as established by the Fair Labor Standards Act.
  - (b) An employee who is filling an excluded position may be granted regular compensatory leave credits on an hour-for-hour basis for all hours required to be worked in excess of the normal workweek.
  - (c) Compensatory leave must be taken within a reasonable period of time of its accrual.

### **3.06 HOLIDAYS AND OTHER AUTHORIZED ACTIVITIES**

- (1) The following holidays, as provided by §110.117, Fla. Stat., shall be observed as paid holidays by state agencies:

New Year's Day	Veteran's Day
Birthday of Martin Luther King, Jr.	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day
Labor Day	

- (a) The birthday of Martin Luther King, Jr. shall be observed on the third Monday in January.
- (b) Memorial Day shall be observed on the last Monday in May.
- (c) Labor Day shall be observed on the first Monday in September.
- (d) If any of these holidays fall on Saturday, the preceding Friday shall be observed as a holiday; or if any of these holidays fall on Sunday, the following Monday shall be observed as a holiday.
- (e) Any other workday designated as a holiday by the Department of Management Services may be observed by the Public Defender Offices.
- (f) In the event the Courts declare additional holidays, federal, or local government, the Public Defender may grant administrative leave for that period of time to employees.
- (g) All full-time employees shall be granted 8 hours of leave with pay for each of these holidays, regardless of the days or hours that constitute the workweek. Part-time employees shall be granted a prorated number of hours for each of these holidays



based on the number of hours regularly worked during the workweek, using the following formula:

$$\frac{8 \text{ hours} \times \text{Hours worked per week}}{40 \text{ Hrs.}} = \text{Hours credit for holiday}$$

- (2) Each permanent full-time employee shall be entitled to one personal holiday per year. Each part-time salaried employee shall be entitled to one personal holiday per year on a pro-rata basis. Such personal holiday shall be credited to eligible employees on July 1 of each year to be taken prior to June 30 of the following year.
- (3) Each employee shall be given all holidays designated unless the workload of the Public defender's office is such that it cannot be continued for the observation of the holiday.
  - (a) If the holiday is observed on the employee's regular workday and the employee is required to work, the employee shall be credited with compensatory leave equal to the time worked on the holiday not to exceed 8 hours.
  - (b) If the holiday is observed on the employee's regular day off and the employee is required to work, the number of hours worked on the holiday shall be counted as hours worked and the employee shall also be credited with compensatory leave equal to the number of hours in the employee's regular workday not to exceed 8 hours.
- (4) Employees who are on approved leave with pay when holidays allowed in this section are observed or a State Day of Mourning is declared shall not have such days charged against their accrued leave credits.

### 3.07 ANNUAL LEAVE

- (1) Method of earning annual leave
  - (a) All full-time employees filling established positions shall earn annual leave as shown in the following table:

<u>Continuous and creditable service</u>	<u>Hours of leave earned during monthly pay period</u>
0 – 5 years (through 60 months)	8 hours 40 minutes
5 – 10 years (61-120 months)	10 hours 50 minutes
Over 10 years (over 120 months)	13 hours

- (i) Continuous Service: Employment with one or more state agencies without a break in service, including authorized leave(s) without pay.
- (ii) Creditable Service: Service during which the employee is on the payroll of a state agency or during which the employee is on authorized leave without pay approved in accordance with this chapter.
- (iii) Public Defender offices with computerized attendance and leave records shall use the following procedure in crediting leave hours earned to employee's accounts:
  - 1. Where programming capability will permit, credit 8.667 and 10.833 hours each month for employees with up to 5 and 10 years of service, respectively.

2. If programming capability will not allow use of three decimal places, credit 8.67 and 10.83 hours each month for employees with up to 5 and 10 years of service, respectively.

- (b) In applying the above, it shall be determined that the employee has both continuous and creditable service before the higher annual leave credits are granted.
- (c) Part-time employees who work in a fixed percentage of the pay period shall earn annual leave credits for the hours worked during that pay period proportionate to the time worked.
- (d) Employees who work less than a full pay period due to initial employment, separation, transfer between agencies, or leave of absence without pay shall earn annual leave credits for the hours worked during that pay period in accordance with the following table:

<u>Hours</u>	<u>0-5 years</u>	<u>5-10 years</u>	<u>Over 10 years</u>
Less than 36	0	0	0
36-70	2.167	2.708	3.250
71-103	4.333	5.417	6.500
104-138	6.500	8.125	9.750
139 or more	8.667	10.833	13

- (e) Annual leave earned during any pay period shall be credited to the employee on the last day of that pay period; in the case of separation, it shall be credited on the last day the employee is on the payroll.
- (f) During leave of absence with pay, an employee shall continue to earn annual leave credits.
- (g) An employee may accrue annual leave credits in excess of the maximum of 240 hours. However, annual leave credits earned in excess of 240 hours must be used during the calendar year or forfeited at the close of business on December 31 of each year. All employees who have accrued annual leave in excess of 240 hours on January 1 of each year shall have their accrued annual leave credits reduced to 240 hours.
- (h) Under certain justifiable conditions the Public Defender may grant approval to an employee or a group of employees to earn and retain annual leave credits in excess of 240 hours for a period not to exceed one additional calendar year.

(2) Use of earned annual leave

- (a) As indicated, annual leave should be used to provide periodic vacation; however, earned annual leave credits may be used for any purpose as authorized by the Public Defender.
- (b) Use of annual leave shall not be authorized prior to the time it is earned and credited to the employee and shall only be used with the approval of the proper authority within the Public Defender office.
- (c) An employee who used annual leave in an amount of time less than a full hour shall be charged with such leave to the closest quarter of an hour based on the following table:

<u>Minutes Used</u>	<u>Minutes</u>	<u>Time Charged</u> <u>Quarter hour</u>
0 – 7	00	.00
8 – 22	15	.25
23 – 37	30	.50
38 – 52	45	.75
53 – 60	60	1.00

- (d) Upon reasonable notice, a Public Defender may require an employee to use part of the employee's accrued annual leave for any time deemed advisable by the Public Defender or his/her designee.
- (3) Transfer of earned annual leave
- (a) An employee who moves from one position in state government to another position in state government may be credited by the receiving agency with all unused annual leave not paid.
- (b) An employee transferring from another state agency into a Public Defender office may be credited with the employee's unused annual leave at the discretion of the employing Public Defender.
- (4) Payment for earned annual leave
- (a) An employee may be paid for unused annual leave upon terminal separation from a Public Defender office, entry into the DROP program, or at the discretion of the elected Public Defender.
- (b) In no case shall an employee receive payment for accrued annual leave in excess of 480 hours; however, in case of death of an employee, payment for all unused annual leave at the time of death shall be made to the employee's beneficiary, estate, or as provided by law. Such payments shall be made at the rate of pay at the time of death and by the Public Defender office in which last employed.
- (c) Terminal leave payments shall be computed as follows:
1. Determine the current hourly rate in accordance with Section 2.15.
  2. Multiply the number of unused annual leave hours times the current hourly rate to determine the payment that shall be made. All such payment for accrued annual leave shall be made in a lump sum.

### **3.08 SICK LEAVE**

- (1) Method of earning sick leave
- (a) All full-time employees filling established positions that are paid on a monthly basis shall earn 8 hours and 40 minutes of sick leave for each full calendar month of employment.
- (b) Part-time employees who work a fixed percentage of the pay period shall earn sick leave credits for hours worked during that pay period proportionate to the time worked.
- (c) Employees who work less than a full pay period due to initial employment, separation, transfer between agencies, or leave of absence without pay, shall earn

sick leave credits for the hours worked during that pay period in accordance with the following table:

<u>Hours actually worked</u>	<u>Sick leave credits</u>
Less than 36	0
36-70	2.167
71-103	4.333
104-138	6.500
139 or more	8.667

- (d) During leave of absence with pay, an employee shall continue to earn sick leave credits.
- (e) Sick leave earned during any pay period shall be credited to the employee on the last day of that pay period or, in the case of separation, on the last day the employee is on the payroll.
- (f) There shall be no limit on the number of hours of unused sick leave an employee may accrue.
- (2) Use of sick leave shall not be authorized prior to the time it is earned and credited to the employee and shall only be used with the approval of the proper authority within the Public Defender office; however, an employee may be granted advanced sick leave not to exceed 10 days subject to approval of the Public Defender.
- (3) Transfer of unused sick leave
  - (a) An employee who moves from one position in state government to another position in state government may be credited by the receiving agency with all unused sick leave not paid.
  - (b) An employee who resigns from a city or county governmental authority with Florida to accept a position in a Public Defender office within 31 calendar days from the date of the employee's last day on the payroll with the city or county governmental authority, may be credited with up to a maximum of 480 hours of unused sick leave accrued while employed by that organization, at the discretion of the Public Defender. The maximum of 480 hours shall be transferred as follows: 80 hours upon date of transfer and 80 hours upon the completion of each succeeding year.
- (4) Forfeiture of unused sick leave
  - (a) An employee who has less than 10 years of certifiable service with the state and separates from a Public Defender office for any reason shall forfeit all unused sick leave credits.
  - (b) An employee shall forfeit all rights to sick leave benefits if, prior to retirement, termination from a Public Defender office, or death, the employee:
    - 1. Is found guilty in a court of competent jurisdiction of committing, aiding, or abetting any embezzlement, theft, or bribery in connection with state employment; or
    - 2. Has admitted to committing, aiding, or abetting any embezzlement, theft, or bribery in connection with state governments; or
    - 3. Is found guilty by a court of competent jurisdiction of having violated any state law against or prohibiting strikes by public employees.

- (5) Payment for unused sick leave
  - (a) The only conditions under which an employee shall be paid for unused sick leave credits are when the employee:
    - 1. Has completed 10 or more years of creditable state service;
    - 2. Has not been found guilty or has not admitted to being guilty of any disqualifying act as defined in this section; or
    - 3. Separates from state government because of retirement for other than disability reasons, termination, or death. In the case of death, payment for accrued unused sick leave credits shall be made to the employee's beneficiary, estate, or as otherwise provided by law.
  - (b) An employee who is eligible for payment for unused sick leave credits may be compensated at the employee's current regular hourly base rate of pay for:
    - 1. One-eighth (1/8) of all unused sick leave credits accrued prior to October 1, 1973; plus
    - 2. One-fourth (1/4) of all unused sick leave credits accrued after October 1, 1973, provided the one-fourth (1/4) of the unused leave credits does not exceed 480 hours.
    - 3. In no case shall such leave in excess of 480 hours be paid.
  - (c) All such payments for used sick leave credits shall be made as a lump sum and the employee shall not be carried on the Public Defender's payroll beyond the last official day of employment.
  - (d) Payments made pursuant to this section shall not be considered salary payments and shall not be used in determining the average final compensation of an employee in any state administered retirement system.
- (6) Sick Leave Pools - §110.121, Fla. Stat., provides that each Public Defender, in accordance with State of Florida Department of Management Services Rule 60L-34.0042, may establish a plan allowing participating employees to “pool” sick leave.

### **3.09 DISABILITY LEAVE**

- (1) Disability Leave with Pay
  - (a) An employee who sustains a job-connected disability that is compensable under the worker's compensation laws shall be carried in full-pay status for a period not to exceed the 7 calendar days immediately following the injury or for a maximum of 40 work hours if taken intermittently without being required to use accrued leave credits. If the employee receives worker's compensation benefits for this period of leave with pay, the employee shall reimburse the Public Defender office the amount of the benefits. Such reimbursement shall not include payments for medical, surgical, hospital, nursing, or related expenses, or lump sum or scheduled payments of disability losses.
  - (b) If, as a result of the job-connected injury, the employee is unable to resume work at the end of the period provided in paragraph (a) of this subsection:
    - 1. The employee may elect to use accrued sick, compensatory, or annual leave in an amount necessary to receive salary payment that will increase the worker's compensation payments to the total salary being received prior to the occurrence of the disability. In no case shall the employee's salary and

worker's compensation benefits exceed the amount of the employee's regular salary payments, or

2. If the employee elects not to use accrued leave or after the employee has exhausted all earned leave in accordance with paragraph 1, above, the employee shall revert to normal worker's compensation benefits.

(2) **Compulsory Disability Leave**

- (a) A Public Defender who believes an employee is unable to perform assigned duties due to illness or injury may require the employee to submit to a medical examination by a physician named and paid by the office. If the medical examination confirms the employee is unable to perform assigned duties, the Public Defender shall place the employee on compulsory disability leave.
- (b) At the time the Public Defender determines the employee is to be placed on compulsory disability leave, the employee shall be notified in writing of the duration of the mandatory leave period and the conditions under which the employee will be allowed to return to the position.
- (c) The employee who is placed on compulsory disability leave shall be required to use any earned leave credits prior to being placed on leave without pay. If the employee does not have sufficient leave credits to cover the period of compulsory disability leave, the Public Defender may place the employee on leave without pay for a maximum of 30 calendar days.
- (d) If the employee is unable to return to work at the end of the mandatory leave period based on a current medical certification the Public Defender may:
  1. Approve an extension of the 30 days' leave without pay;
  2. Upon written request by the employee, place the employee on leave without pay;
  3. Request the employee's resignation for reasons of inability to perform assigned duties; or
  4. Dismiss the employee for cause based on inability to perform assigned duties.

### **3.10 ADMINISTRATIVE LEAVE**

(1) **Court**

- (a) An employee who is summonsed as a member of a jury panel shall be granted administrative leave with pay for all hours required for such duty, not to exceed the number of hours in the employee's normal workday. If jury duty does not require absence for the entire workday, the employee shall return to work immediately upon release by the Court. Such leave shall be granted on the next scheduled work shift following each day the employee is in court. Any jury fees shall be retained by the employee. The Public Defender office shall not reimburse the employee for meals, lodging, or travel expenses incurred while serving as a juror.
- (b) An employee subpoenaed as a witness in a court of an administrative hearing, not involving personal litigation or service as a paid expert witness, shall be granted administrative leave with pay; any witness fees shall be retained by the employee. The Public Defender office shall not reimburse the employee for meals, lodging, or travel expenses incurred while serving as a witness.

- (c) An employee subpoenaed in the line of duty to represent a state agency as a witness or defendant shall not be granted administrative leave; appearance in such cases shall be considered a part of the employee's job assignment. The employee shall be paid per diem and travel expenses established in the Florida Statutes, and shall be required to turn over to the Public Defender office any fees received from the Court.
- (d) In no case shall administrative leave with pay be granted for court attendance when an employee is engaged in personal litigation or service as a paid expert witness. An employee may be permitted to use his/her accrued annual leave in such cases with the approval of the Public Defender.
- (2) Elections -- An employee who lives at such distance from his assigned voting precinct as to preclude voting outside of working hours may be authorized a maximum of two hours of leave with pay for this purpose. Any other employee may be granted one hour of leave with pay for the purpose of voting during normal working hours. An employee shall not be granted administrative leave to work at the polls during elections.
- (3) Meetings and conferences -- In cases where it is deemed to be beneficial, an employee may be granted leave with pay to attend such meetings or conferences as may contribute to the effectiveness of the individual's employment.
- (4) Examinations and interviews -- An employee may be granted leave with pay for the purpose of taking examinations before a state agency, provided such examinations are pertinent to state employment or for the purpose of having interviews for positions within state government. An employee who has applied for membership to the Florida Bar may be granted additional leave with pay prior to the taking of the exam for study and review purposes.
- (5) Death in immediate family
  - (a) An employee, upon request, shall be granted 4 days of administrative leave with pay on the death of any member of the employee's immediate family. Immediate family is defined as the spouse, grandparents, parents, brothers, sisters, children, and grandchildren of both the employee and the spouse.
  - (b) Each employee requesting administrative leave due to death in the immediate family shall submit a statement to the appropriate authority stating the name of the deceased and the relationship to the deceased.
- (6) Natural Disasters and Other Emergency Conditions
  - (a) When the Governor declares emergency by Executive Order the Public Defender shall have the responsibility for determining whether to close affected facilities or portions thereof located in the area covered by the Executive Order.
    - (i) Except for those employees determined by the Public Defender to be necessary for providing essential services, employees assigned to those facilities closed by the Public Defender shall be granted administrative leave for the period the facility is closed. Those employees required by the Public Defender to remain on duty to provide essential services shall be granted compensatory leave for the hours worked during the period the facility is closed.
    - (ii) An employee who was on a prior approved leave of absence or scheduled holiday during the emergency may have the leave of absence changed to administrative leave at the discretion of the Public Defender.

- (b) In any other natural disaster that may necessitate the closing of facilities, the Public Defender shall have the authority and responsibility to determine whether the facilities or any portion thereof are affected by the emergency and are to be closed.
- (7) Civil Disorder or Disaster -- Employees who are members of a volunteer fire department, police auxiliary or reserve, civil defense unit, Civil Air Patrol, Coast Guard Auxiliary, or other similar organization may be granted administrative leave upon approval by the Public Defender when such employees are called on as members of these organizations to perform duties in times of civil disturbances, riots, natural disasters, or emergency search and rescue missions. Such leave shall not exceed 2 days on any one occasion.
- (8) Athletic Competition -- An employee who is a group leader, coach, official, or athlete who is a member of the official delegation of the United States team for athletic competition at the World, Pan American, or Olympic level in a sport contested in either Pan American or Olympic competition shall be granted administrative leave for the purpose of preparing for and engaging in the competition for the period of the official training camp and competition, not to exceed 30 calendar days in a calendar year.
- (9) Formal Investigation -- An employee who is under formal investigation by an agency for violation of a rule or statute for which dismissal is a penalty may be placed on administrative leave by the Public Defender not to exceed 10 workdays when the employee's absence from the work location is essential to the investigation.
- (10) Discretionary leave -- The Public Defender may grant administrative leave as he/she deems necessary and beneficial.
- (11) Accrual and payment of administrative leave -- If an employee does not use administrative leave as authorized in this section the employee shall not accrue or be paid for such unused leave.

### **3.11 MILITARY LEAVE**

- (1) Any employee, except an employee who is employed in a temporary position or on a temporary basis, who is drafted or who volunteers for active military service, or who is a commissioned reserve officer or reserve enlisted personnel in the United States military or naval service or member of the National Guard, who is (a) ordered to active military duty under Title 10 of the United States Code, Section 673b, or (b) is assigned to active or inactive duty for training shall be granted leave and retain employment privileges and rights as provided by the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. SS4 301.33 and Chapter 115, Florida Statutes.
- (2) Active military service includes active duty with any branch of the Army of the United States, the Air Force of the United States, the United States Navy, the Marine Corps of the United States, the Coast Guard of the United States, National Guard of the state, or other service as provided in Section 115, Florida Statutes. Such leave of absence shall be verified by official orders or appropriate military certification that shall be filed in the employee's personnel file. Agencies should refer to the most current revision of Department of Management Services, Division of Human Resource Management "Program Guidelines" for more detailed information on the two types of military leave (active duty and training).
  - (a) Active Duty Military Leave of Absence: Leaves of absence under this section are governed by §15.08, §115.09, §115.14, and §250.48 Fla. Stat., and by Rules



60L33.002, 60L-33.003, 60L-34.0041, and 60L-34.0062 F.A.C. Based on the DMS Program Guidelines last revised 3/26/2018.

- (i) Employees will be placed on one continuous period of active military leave. Leave commences upon receipt of their initial orders for active military service and ends no more than 30 days following their release or discharge from active military service or upon return to work whichever occurs first. Leave payment of this type shall be made only upon receipt of evidence from appropriate military authority that 30 days of military service have been completed.
  - (ii) Employees will continue full pay and full leave accruals for the first 30 calendar days; afterwards the agency may either pay military supplement, or place the employee on authorized Leave Without Pay (LWOP) for the remainder of his/her active duty.
  - (iii) Employees placed on LWOP will only be paid for state holiday hours, unless the employee chooses to use annual or compensatory leave. Employees will continue to earn leave credits during their leave of absence and will be compensated for holidays even if they are on LWOP.
  - (iv) Employees serving in federal active duty military service will continue to accrue full annual and sick leave credits in accordance with the rules applicable to their position (regardless of paid or unpaid leave status). An exception is made for any period of “voluntary” active military service following the initial 30 calendar days of military leave.
  - (v) Employees are eligible for an additional 30 days of paid leave only if, after returning to work or having been removed from active military leave status, they are subsequently ordered back into active military duty, in which case the agency shall grant a new authorized leave of absence. The employee must be discharged and return to work for a minimum of one work day (use of annual leave does not count) before the additional order will be considered “new” for purposes of receiving the first 30 days of paid administrative leave.
  - (vi) The employee remains on military leave until he/she (a) returns to work immediately following discharge; (b) returns to work within 30 days following discharge; or (c) employee’s death. USERRA authorizes discharged employees to take an extended period of time (beyond 30 days) before returning to work; the duration is based on their length of military service (see 3.11(7) for schedule of time).
- (b) Military Leave for Recurring Reserve or National Guard Training: Leaves of absence under this section are governed by §15.07 Fla. Stat. and by Rules 60L33.002(3), 60L-33.003(2), 60L-34.0041, and 60L-34.0062(2) F.A.C. Based on DMS Program Guidelines last revised 3/26/2018.
- (i) Employees are entitled to leave for up to 240 hours per annual period, without loss of pay, accrued leave credits or efficiency rating when called to military duty training, under the provisions of the United States military or naval training regulations.
  - (ii) “Annual period” is defined as a recurring 12 month period that runs from October 1 to September 30 in accordance with the federal fiscal year.

- (iii) Leaves of absence granted as a matter of legal right under the provision of this section may not exceed 240 hours in any one annual period. Administrative leaves of absence for additional or longer periods of time for assignment shall be without pay and shall be granted by the agency.
  - (iv) Upon depletion of the 240 hours in one annual period employee will be placed on authorized LWOP for the remainder of the annual period.
  - (v) Unless the employee elects to use accrued annual leave, he/she will not accrue leave credits nor be eligible for paid holidays during active or inactive duty military training leave in excess of 240 hours.
  - (vi) USERRA authorizes discharged employees to take an extended period of time before returning to work; the authorized duration of which is based on their length of military service. See Section 3.11(7) for schedule of time.
- (3) During the active military service leave of absence the employee shall be entitled to retain the same rights and privileges as an employee granted leave without pay in accordance with this chapter.
  - (4) All unused leave benefits shall be retained by the employee, who shall have the same credited to the employee's record upon return to the assigned position in accordance with this chapter.
  - (5) When an employee is granted military leave in accordance with this section, the employee's position may be filled by another employee with substitute or temporary status. Upon separation from the military service, the employee shall be eligible to return to the former position held or a different position in the same class in the same geographic location. However, the Public Defender may require the employee to submit to a medical examination to determine the employee's fitness to perform the duties of the position to which the employee may be returning and, based on the medical findings, place the employee in another class with duties the employee is able to perform and which is the nearest approximation to the position held prior to military service.
  - (6) All such leave shall be considered as creditable service toward earning higher annual leave credits.
  - (7) The employee is entitled to LWOP beyond his/her active duty orders; the authorized duration of which is determined by length of service. To be eligible for protection under USERRA, the service member must report back to work or apply for reemployment with the following guidelines:
    - (i) 1-30 days of service – Report next scheduled work day after safe travel and 8 hours of rest
    - (ii) 30-180 days of service – Apply for approved military leave without pay within 14 days after completion of service
    - (iii) 181+ days – Apply within 90 days after completion of service
  - (8) Agencies must hold the job or guarantee reemployment for a cumulative length of service that causes an employee's absence from a position of employment, which may not exceed five years, subject to a number of exceptions. See Title 38, USC, section 4312(c); 10 U.S.C 10147 and 32 U.S.C. 502(a) and 503; 10 U.S.C. 12304.

### **3.12 EDUCATIONAL LEAVE WITH PAY**

- (1) Educational leave with pay may be granted to an employee to attend a college, university, or training academy for one or more full academic periods for the purpose of receiving training that is of clearly foreseeable benefit to the Public Defender office.
- (2) Enrollment in short courses, seminars, conferences, or less than full-time at a college, university, or a training academy that is required as part of an employee's job shall not be considered educational leave; these enrollments are considered a part of the employee's work assignment.
- (3) When an employee requests leave for the purpose of furthering his/her education and when such leave does not conform to the provisions of this section, such leave shall not be considered educational leave with pay. In these cases, the employee may be granted annual or compensatory leave at the discretion of the Public Defender; or the employee shall be required to work extra hours in an amount equal to the time absent, including travel to and from classes.
- (4) Such employees shall be granted any pay adjustments in the same amount and at the same time as are granted all other employees in the same class.

### **3.13 LEAVE OF ABSENCE WITHOUT PAY**

- (1) An employee may request and be granted leave without pay for a period not exceeding 12 calendar months, provided the Public Defender deems such leave to be justified and not detrimental to the operations of the Public Defender office.
- (2) The Public Defender may place an employee on involuntary leave without pay without advance notice for up to one year for the purpose of investigation of a violation of a rule or statute or pending the disposition of criminal charges. During such leave the employee may continue his coverage under the State Group Insurance but without any state contribution. The Public Defender retains discretion regarding whether to reinstate the employee with or without "back pay," at the conclusion of the investigation or disposition of criminal charges. The employee shall not receive any other benefits while on such leave without pay.
- (3) Limitations of leave without pay
  - (a) An employee shall not be granted salary increases of any type while on leave of absence without pay.
  - (b) An employee who has been placed on a leave of absence without pay and is therefore in non-pay status for the entire day before a holiday shall not be eligible to receive payment for such holiday observed while the employee is on such leave.

### **3.14 FAMILY AND MEDICAL LEAVE**

- (1) In accordance with the federal Family and Medical Leave Act regulated by the U. S. Department of Labor, eligible employees can receive up to 12 weeks of unpaid leave during any 12-month period for the following reasons: the birth or adoption of a child (available only during the first year after the child's birth or adoption); caring for one's seriously ill child, spouse or parent; or, taking care of one's own serious health condition.
- (2) Employees are not required to take all 12 weeks at once. The employee may request a few days or weeks off at a time (referred to as intermittent leave) or continue to work on a part-

time basis (reduced leave). Unless written medical justification deems it necessary, the Public Defender is not required to grant intermittent or reduced leave.

- (3) The Public Defender may require an employee to use paid leave time before using unpaid leave, or substitute paid leave for part or all of the mandated 12-week leave.
- (4) Employees must provide reasonable notice (30 days if possible) and make an effort to schedule their leave so as not to unduly disrupt agency operations. The Public Defender may request progress reports from the employees regarding leave status.
- (5) The employer's portion of state insurance premiums will be paid by the State during approved unpaid leave. Also, an employee returning from approved leave will be restored to his or her previous position or an equivalent position with equal pay and benefits. The Public Defender may deny reinstatement to the highest-paid 10% of all salaried employees, pursuant to §825.216 of the Department of Labor, Family & Medical Leave Act of 1993.
- (6) The Public Defender may restrict married couples who both work for the same Public Defender to a combined total of 12 weeks leave a year for the birth, adoption, or foster care of a child, as well as for the caring of a sick parent. Each spouse can receive 12 weeks a year to care for his or her own illness, the illness of a child, or the other spouse.
- (7) The Public Defender may require certification from a healthcare provider regarding the need for medical leave, as well as certification of an employee's fitness to return to work.
- (8) A notice regarding the law, prepared by the U.S. Department of Labor, must be posted. The law does not supersede any office policy that provides a greater benefit. Records pertaining to compliance with the law are required.
- (9) Definitions:
  - (a) Eligible Employees - A permanent employee who has been employed by the State of Florida for at least 12 months and has worked at least 1,250 hours during the previous 12 months.
  - (b) Child - A son or daughter who is the biological, adopted, or foster child, stepchild, legal ward, or child of a person who functions as a parent who is either under 18 or who cannot care for himself/herself because of mental or physical disability.
  - (c) Parent - The biological parent of an employee or someone who functioned as a parent to the employee when she/he was a child.
  - (d) Spouse - A husband or wife of the employee.

**REGULAR PAY PLAN**  
**SALARY SCHEDULE A: SCHEDULE OF PAY RANGES - BY PAY GRADE**  
**PAY PLAN 83**  
**EFFECTIVE 7/01/2023**

<b>PAY GRADE</b>	<b>ANNUAL MINIMUM</b>	<b>ANNUAL MAXIMUM</b>	<b>MONTHLY MINIMUM</b>	<b>MONTHLY MAXIMUM</b>
68	\$31,200.00	\$56,939.64	\$2,600.00	\$4,744.97
69	\$31,200.00	\$63,718.08	\$2,600.00	\$5,309.84
70	\$31,200.00	\$63,938.76	\$2,600.00	\$5,328.23
71	\$31,200.00	\$68,641.20	\$2,600.00	\$5,720.10
72	\$31,200.00	\$70,163.40	\$2,600.00	\$5,846.95
73	\$31,200.00	\$72,863.64	\$2,600.00	\$6,071.97
74	\$31,200.00	\$75,595.68	\$2,600.00	\$6,299.64
75	\$31,200.00	\$77,963.16	\$2,600.00	\$6,496.93
76	\$31,200.00	\$81,040.20	\$2,600.00	\$6,753.35
77	\$31,200.00	\$84,195.72	\$2,600.00	\$7,016.31
78	\$31,200.00	\$95,598.24	\$2,600.00	\$7,966.52
79	\$31,200.00	\$102,525.48	\$2,600.00	\$8,543.79
80	\$31,340.76	\$123,970.08	\$2,611.73	\$10,330.84
81	\$33,280.00	\$131,994.96	\$2,773.33	\$10,999.58
82	\$35,214.40	\$143,702.16	\$2,934.53	\$11,975.18
83	\$37,548.96	\$143,702.16	\$3,129.08	\$11,975.18
84	\$41,198.04	\$135,568.08	\$3,433.17	\$11,297.34
85	\$44,258.52	\$149,340.60	\$3,688.21	\$12,445.05
86	\$55,573.80	\$149,340.60	\$4,631.15	\$12,445.05
87	\$62,154.00	\$149,340.60	\$5,179.50	\$12,445.05

**EXEMPT FROM CLASSIFICATION AND PAY PLAN**

088 ** DIVISION DIRECTOR I	\$5,000.00	\$17,713.50
089 ** DIVISION DIRECTOR II	\$6,250.00	\$17,713.50
090 ** DIVISION DIRECTOR III	\$7,916.67	\$17,713.50
098 * ADMINISTRATIVE DIRECTOR	\$4,166.67	\$15,942.15

**ELECTED**

012 PUBLIC DEFENDER	0	\$17,713.50
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\* MAXIMUM IS 90% OF THE PUBLIC DEFENDER MAXIMUM

\*\* MAXIMUM IS 100% OF THE PUBLIC DEFENDER MAXIMUM

\*\*\* MINIMUM IS \$15.00/HOUR BASED ON 2080 HOURS PER YEAR

**REGULAR PAY PLAN**  
**SALARY SCHEDULE B: CLASS TITLE - ALPHABETICAL ORDER**  
**PAY PLAN 83**  
**EFFECTIVE 7/01/2023**

<b>CLASS TITLE</b>	<b>CLASS CODE</b>	<b>EEO CODE</b>	<b>OT*</b>	<b>PAY GRD</b>	<b>MONTHLY MINIMUM</b>	<b>MONTHLY MAXIMUM</b>
ADMINISTRATIVE ASSISTANT I	5311	2	Inc*	77	\$2,600.00	\$7,016.31
ADMINISTRATIVE ASSISTANT II	5312	2	Inc*	78	\$2,600.00	\$7,966.52
ADMINISTRATIVE ASSISTANT III	5313	2	Inc*	79	\$2,600.00	\$8,543.79
ADMINISTRATIVE ASSISTANT IV	5314	2	Inc*	80	\$2,611.73	\$10,330.84
ADMINISTRATIVE DIRECTOR	5800	1	Exc	98	\$4,166.67	\$15,942.15
ADMINISTRATIVE SECRETARY I	5151	6	Inc*	76	\$2,600.00	\$6,753.35
ADMINISTRATIVE SECRETARY II	5152	6	Inc*	77	\$2,600.00	\$7,016.31
AUTOMATED SYSTEMS ASSISTANT I	5441	6	Inc	75	\$2,600.00	\$6,496.93
AUTOMATED SYSTEMS ASSISTANT II	5442	6	Inc*	77	\$2,600.00	\$7,016.31
AUTOMATED SYSTEMS DIRECTOR	5475	2	Inc*	81	\$2,773.33	\$10,999.58
AUTOMATED SYSTEMS SPECIALIST	5443	6	Inc*	78	\$2,600.00	\$7,966.52
AUTOMATED SYSTEMS TRAINING SPECIALIST	5465	6	Inc*	77	\$2,600.00	\$7,016.31
BUDGET DIRECTOR	5230	1	Inc*	79	\$2,600.00	\$8,543.79
CHIEF INVESTIGATOR	5665	1	Inc*	83	\$3,129.08	\$11,975.18
CLERK I	5001	6	Inc	68	\$2,600.00	\$4,744.97
CLERK II	5002	6	Inc	69	\$2,600.00	\$5,309.84
CLERK III	5003	6	Inc	70	\$2,600.00	\$5,328.23
CLERK IV	5004	6	Inc	72	\$2,600.00	\$5,846.95
COMMUNICATIONS ASSISTANT I	5021	6	Inc	70	\$2,600.00	\$5,328.23
COMMUNICATIONS ASSISTANT II	5022	6	Inc	71	\$2,600.00	\$5,720.10
COMMUNICATIONS ASSISTANT III	5023	6	Inc	73	\$2,600.00	\$6,071.97
COMMUNICATIONS SUPERVISOR	5025	6	Inc	74	\$2,600.00	\$6,299.64
CRIMINAL JUSTICE INFORMATION SYSTEM COORD	5455	1	Inc*	82	\$2,934.53	\$11,975.18
DATABASE ADMINISTRATOR	5450	2	Inc*	83	\$2,600.00	\$11,975.18
DATA ENTRY OPERATOR I	5431	6	Inc	71	\$2,600.00	\$5,720.10
DATA ENTRY OPERATOR II	5432	6	Inc	73	\$2,600.00	\$6,071.97
DATA ENTRY OPERATOR III	5433	6	Inc*	75	\$2,600.00	\$6,496.93
DISPOSITION SPECIALIST I	5571	2	Inc	75	\$2,600.00	\$6,496.93
DISPOSITION SPECIALIST II	5572	2	Inc*	77	\$2,600.00	\$7,016.31
DISPOSITION SPECIALIST III	5573	2	Inc*	78	\$2,600.00	\$7,966.52
DISPOSITION SPECIALIST SUPERVISOR	5575	2	Inc*	79	\$2,600.00	\$8,543.79
DIVISION DIRECTOR I	5811	1	Exc	88	\$5,000.00	\$17,713.50

<b>CLASS TITLE</b>	<b>CLASS CODE</b>	<b>EEO CODE</b>	<b>OT*</b>	<b>PAY GRD</b>	<b>MONTHLY MINIMUM</b>	<b>MONTHLY MAXIMUM</b>
DIVISION DIRECTOR II	5812	1	Exc	89	\$6,250.00	\$17,713.50
DIVISION DIRECTOR III	5813	1	Exc	90	\$7,916.67	\$17,713.50
FINANCE & ACCOUNTING DIRECTOR	5240	2	Exc	83	\$3,129.08	\$11,975.18
FISCAL ASSISTANT I	5221	6	Inc	73	\$2,600.00	\$6,071.97
FISCAL ASSISTANT II	5222	6	Inc	75	\$2,600.00	\$6,496.93
FISCAL SPECIALIST	5225	2	Inc*	77	\$2,600.00	\$7,016.31
INFORMATION TECHNOLOGY TECHNICIAN	5444	6	Inc*	78	\$2,600.00	\$7,966.52
INTERVIEWER I	5011	6	Inc	70	\$2,600.00	\$5,328.23
INTERVIEWER II	5012	6	Inc	72	\$2,600.00	\$5,846.95
INTERVIEWER III	5013	6	Inc	74	\$2,600.00	\$6,299.64
INVESTIGATOR I	5661	2	Inc	78	\$2,600.00	\$7,966.52
INVESTIGATOR II	5662	2	Inc	79	\$2,600.00	\$8,543.79
INVESTIGATOR III	5663	2	Inc	80	\$2,611.73	\$10,330.84
INVESTIGATOR IV	5664	2	Inc*	81	\$2,773.33	\$10,999.58
INVESTIGATOR TRAINEE	5660	6	Inc	75	\$2,600.00	\$6,496.93
LEGAL ASSISTANT I	5131	6	Inc	74	\$2,600.00	\$6,299.64
LEGAL ASSISTANT II	5132	6	Inc	75	\$2,600.00	\$6,496.93
LEGAL ASSISTANT III	5133	6	Inc	76	\$2,600.00	\$6,753.35
LEGAL ASSISTANT IV	5134	6	Inc	78	\$2,600.00	\$7,966.52
LEGAL TRAINEE	5680	2	Inc*	81	\$2,773.33	\$10,999.58
MITIGATION SPECIALIST I	5641	2	Inc	76	\$2,600.00	\$6,753.35
MITIGATION SPECIALIST II	5642	2	Inc	79	\$2,600.00	\$8,543.79
MITIGATION SPECIALIST III	5643	2	Inc	81	\$2,773.33	\$10,999.58
MOTOR VEHICLE OPERATOR	5735	6	Inc	70	\$2,600.00	\$5,328.23
NETWORK ADMINISTRATOR	5470	2	Inc*	81	\$2,773.33	\$10,999.58
PARALEGAL I	5511	6	Inc	75	\$2,600.00	\$6,496.93
PARALEGAL II	5512	6	Inc	77	\$2,600.00	\$7,016.31
PARALEGAL III	5513	6	Inc	78	\$2,600.00	\$7,966.52
PARALEGAL SUPERVISOR	5515	6	Inc*	79	\$2,600.00	\$8,543.79
PERSONNEL DIRECTOR	5385	2	Inc*	78	\$2,600.00	\$7,966.52
PROCESS SERVER	5610	6	Inc	74	\$2,600.00	\$6,299.64
PUBLIC INFORMATION OFFICER I	5365	2	Exc	85	\$3,688.21	\$12,445.05
PUBLIC INFORMATION OFFICER II	5366	2	Exc	86	\$4,631.15	\$12,445.05
PUBLIC INFORMATION OFFICER III	5367	2	Exc	87	\$5,179.50	\$12,445.05
SECRETARY I	5101	6	Inc	70	\$2,600.00	\$5,328.23
SECRETARY II	5102	6	Inc	72	\$2,600.00	\$5,846.95
STAFF ASSISTANT I	5301	6	Inc*	76	\$2,600.00	\$6,753.35
STAFF ASSISTANT II	5302	6	Inc*	77	\$2,600.00	\$7,016.31

<b>CLASS TITLE</b>	<b>CLASS CODE</b>	<b>EEO CODE</b>	<b>OT*</b>	<b>PAY GRD</b>	<b>MONTHLY MINIMUM</b>	<b>MONTHLY MAXIMUM</b>
STAFF ASSISTANT III	5303	6	Inc*	78	\$2,600.00	\$7,966.52
STAFF INTERPRETER/TRANSLATOR	5315	6	Inc*	78	\$2,600.00	\$7,966.52
STAFF SECRETARY I	5111	6	Inc	73	\$2,600.00	\$6,071.97
STAFF SECRETARY II	5112	6	Inc	75	\$2,600.00	\$6,496.93
STAFF SUPPORT TECHNICIAN	5005	6	Inc	72	\$2,600.00	\$5,846.95
TRAINING AND RESEARCH MANAGER	5380	2	Exc	83	\$3,129.08	\$11,975.18
TRAINING DIRECTOR	5375	2	Inc*	79	\$2,600.00	\$8,543.79
WITNESS COORDINATOR I	5581	6	Inc	76	\$2,600.00	\$6,753.35
WITNESS COORDINATOR II	5582	6	Inc	77	\$2,600.00	\$7,016.31
WITNESS COORDINATOR III	5583	6	Inc*	78	\$2,600.00	\$7,966.52

EO CODES

- 01 OFFICIALS/ADMINISTRATORS
- 02 PROFESSIONALS
- 06 OFFICE AND CLERICAL (ADMINISTRATIVE SUPPORT)

\*INDIVIDUAL EMPLOYEES' OVERTIME STATUS IS DETERMINED PURSUANT TO THE FAIR LABOR STANDARDS ACT REGULATIONS WHICH SUPERCEDE THE SALARY SCHEDULE, IF APPROPRIATE.



**SENIOR MANAGEMENT CLASSIFICATION AND PAY PLAN (PART II)**  
**EFFECTIVE JANUARY 1, 1984**

- 1.01 Scope and Purpose
- 1.02 Statements of Policy
- 1.03 Designation of Included Positions
- 1.04 Classification and Pay Plan
- 1.05 Appointment
- 1.06 Termination
- 1.07 Pay
- 1.08 Attendance and Leave
- 1.09 Benefits
- 1.10 Separations

**1.01 SCOPE AND PURPOSE**

Part II sets forth the rules for the establishment, maintenance, and administration of Senior Management positions in the Public Defender Offices.

**1.02 STATEMENTS OF POLICY**

- (1) Senior Management is designed to attract, retain and develop highly competent senior-level managers for positions having principally managerial responsibilities.
- (2) Senior Management is a part of the Florida Public Defender Classification and Pay Plan created by §27.53(1), Florida Statutes.

**1.03 DESIGNATION OF INCLUDED POSITIONS**

- (1) Senior Management is composed of positions that have a salary set in accordance with the Senior Management Classification and Pay Plan. In addition the positions must be assigned duties and responsibilities primarily and essentially managerial in nature.
- (2) The request for inclusion or exclusion of a class title shall be submitted to the Florida Public Defender Association Office Administration Committee for review and recommendation to the Board of Directors.

**1.04 CLASSIFICATION AND PAY PLAN**

- (1) Each Public Defender may classify their positions that are designated within Senior Management. The Public Defender shall maintain for each position classified within Senior Management a current position description which shall be submitted to Judicial Administrative Commission within thirty (30) days of the effective date of any action.
- (2) All class titles in Senior Management shall be allocated to a pay range in the Senior Management Classification and Pay Plan.

## **1.05 APPOINTMENT**

An appointment to a Senior Management position shall be made only after the position is classified in accordance with the Senior Management Classification and Pay Plan.

## **1.06 TERMINATION**

- (1) An appointment to a Senior Management position may be terminated by the Public Defender without advance notice or cause by removal of Senior Management designation or deletion of the position.
- (2) No position shall be filled by more than the equivalent of one full-time employee; however, an overlap may be made in accordance with Chapter 60L-33.00311, Florida Administrative Code.

## **1.07 PAY**

- (1) Upon making an appointment to a Senior Management position, the Public Defender shall set the salary at an amount within the assigned pay range, and at other times may give the appointee an increase in salary based on merit provided the total salary is within the assigned pay range.
- (2) An appointee may be paid less than the minimum of the assigned pay range if approved by the Public Defender.
- (3) An employee previously employed by another state agency may be employed at the rate received from the previous state agency even though said rate of pay exceeds the maximum. However, said employee would be subject to any rate of pay control provisions provided by law.
- (4) The distribution of pay package funds for a circuit shall be determined by the Public Defender.
- (5) All employees shall be paid in accordance with the rates shown in the official Salary Schedule and the provisions of Part II. The circuit shall promptly report to the Judicial Administrative Commission the initial salary for each appointment to a Senior Management position and each subsequent change in such salary.
- (6) From time to time the Florida Public Defender Association Board of Directors may reallocate a class title in Senior Management from one pay range to another. Such reallocation shall not necessarily cause a change in the salary of any incumbent in the position.
- (7) The Board of Directors may adjust any or all salary ranges in the Senior Management Service when necessary to maintain competitive labor market levels. At the time of such adjustment the Public Defender may reset the salary of each appointee in Senior Management.
- (8) If conditions exist which justify a pay increase not provided for in these rules, the Public Defender may approve a special pay increase for any appointee with justification for such increase.

## **1.08 ATTENDANCE AND LEAVE**

- (1) An appointee is expected to work whatever hours may be required and no overtime may be earned or paid. However, Senior Management appointees are entitled to the holidays observed by the Office of the Public Defender.
- (2) An appointee may be credited up to 240 hours of annual leave and up to 104 hours of sick leave annually during each 12-month period. Accurate records of the accumulation and use of annual and sick leave shall be maintained by the Public Defender.
- (3) Annual leave may be accrued to an aggregate of 480 hours and any annual leave in excess of 480 hours aggregate on an anniversary date may be converted to sick leave on an hour per hour basis with the approval of the Public Defender. Earned annual leave shall be used at the discretion of the appointee and with the approval of the Public Defender. Upon reasonable notice, a Public Defender may require an employee to use part of the employee's accrued annual leave for vacation purposes at any time this is deemed advisable.
- (4) Use of sick leave shall be authorized for the purposes stated in Paragraph 3.08, Part I, Public Defenders Pay & Classification Plan. Sick leave may be accrued without limit and be subject to terminal payment in accordance with Paragraphs 3.08(5), Part I, Public Defender Pay & Classification Plan.
- (5) The following shall not be charged to an appointee's annual leave:
  - (a) Disability leave may be authorized for the purposes stated in Paragraph 3.09, Part I, Public Defender Pay & Classification Plan.
  - (b) Administrative leave may be authorized for the purposes stated in Paragraph 3.10, Part I, Public Defender Pay & Classification Plan.
  - (c) Military leave may be authorized for the purposes stated in Paragraph 3.11, Part I, Public Defender Pay & Classification Plan.
  - (d) Educational leave may be authorized for the purposes stated in Paragraph 3.12, Part I, Public Defender Pay & Classification Plan.
- (6) Upon appointment by transfer to a Senior Management position of a person moving from a position in state government outside Senior Management, any leave accrued and unused by the person in the prior position shall be subject to the following:
  - (a) Regular compensatory leave shall be forfeited upon appointment.
  - (b) If approved by the Public Defender, annual leave may be transferred and credited to the appointee's account.
  - (c) Sick leave not paid for shall be retained and be used or be subject to terminal payment in accordance with 3.08(5) Part I, Public Defender Pay & Classification Plan.
- (7) An employee who resigns from the government of a county or other political subdivision in Florida to accept appointment to a Senior Management position, within 31 calendar days of such termination may be credited by the Public Defender with up to a maximum of 480 hours of unused sick leave which was accrued while employed by the county or other political subdivision. The maximum of 480 hours shall be credited as follows: 80 hours upon date of appointment and 80 hours upon each of the first five anniversaries of that date.

- (8) Leave Without Pay
- (a) A Public Defender is authorized to suspend a Senior Management appointee without pay.
  - (b) With Public Defender approval, an appointee may be granted a leave of absence without pay for up to one year.
  - (c) The Public Defender may place an appointee on involuntary leave without pay without advance notice, for up to one year for the purposes of investigation of a violation of a rule or statute or pending the disposition of criminal charges. During such leave the appointee may continue his coverage under the State Group Insurance Program but without any state contribution. The appointee shall not receive any other benefits.

## **1.09 BENEFITS**

- (1) Employer paid insurance and other benefits available to Senior Management appointees subject to Public Defender approval shall be as provided by legislative authorization through the appropriations act or by other authorization.
- (2) The FY 1987/88 Appropriations Act authorized up to sixty (60) managerial or policy making employees in the Public Defender pay plan. These employees receive health, life, and disability insurance benefits as provided by legislative authorization through the appropriations act or by other authorization. The Florida Public Defender Association has interpreted this authorization to mean three (3) employee designations per agency, and where mutual agreement exists, Public Defenders may transfer designations among agencies.
- (3) Chapter 93-285, House Bill 1959, authorized additional Senior Management positions for Public Defenders. In addition to the retirement benefit provided in Chapter 93-285, each eligible position shall receive the same state paid health, life, and disability benefits as are provided to similar positions in the executive branch of state government.
- (4) The 1994/95 Appropriations Act authorized that funds may be used to provide the elected Public Defender of each judicial circuit with the same insurance benefits as provided to Senior Management employees.

## **1.10 SEPARATIONS**

- (1) The Public Defender may separate an appointee from Senior Management by reclassification to a position under Part I without advance notice or cause.
- (2) Upon reclassification to a position under Part I, accumulated annual and sick leave may be recalculated to conform to what the employee would have earned under Part I.
- (3) An appointee may be separated from Senior Management by any appropriate means including resignation or retirement.
- (4) A Senior Management appointee shall be paid for unused annual leave upon termination of employment not to exceed 480 hours. Payments for unused annual leave credits accrued on the employee's last anniversary date shall be prorated at the rate of one-twelfth (1/12) of the last annual amount credited for each month, or portion thereof, worked subsequent to the employee's last anniversary date. Payment for sick leave may be made when permitted by Chapter 3.08(5), Public Defender Pay & Classification Plan.

**SENIOR MANAGEMENT PAY PLAN  
SALARY SCHEDULE C: SCHEDULE OF PAY RANGES - BY PAY GRADE  
PAY PLAN 88  
EFFECTIVE 7/01/2023**

<b>PAY GRADE</b>	<b>ANNUAL MINIMUM</b>	<b>ANNUAL MAXIMUM</b>	<b>MONTHLY MINIMUM</b>	<b>MONTHLY MAXIMUM</b>
101	31,200.00	\$91,662	\$2,600.00	\$7,638.50
102	31,200.00	\$103,859.76	\$2,600.00	\$8,654.98
103	31,200.00	\$111,405.60	\$2,600.00	\$9,283.80
104	33,855.72	\$153,129.60	\$2,821.31	\$12,760.80
105	37,548.96	\$153,129.60	\$3,129.08	\$12,760.80

**EXEMPT FROM CLASSIFICATION AND PAY PLAN**

108	*ADMINISTRATIVE DIRECTOR	\$4,166.67	\$15,942.15
111	**ASSISTANT PUBLIC DEFENDER AND CHIEF ASSISTANT PUBLIC DEFENDER	\$4,166.67	\$17,713.50
112	**GENERAL COUNSEL	\$4,166.67	\$17,713.50
113	** DIVISION DIRECTOR I	\$5,000.00	\$17,713.50
114	** DIVISION DIRECTOR II	\$6,250.00	\$17,713.50
115	** DIVISION DIRECTOR III	\$7,916.67	\$17,713.50

**ELECTED**

012	PUBLIC DEFENDER	0	\$17,713.50
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\* MAXIMUM IS 90% OF THE PUBLIC DEFENDER MAXIMUM

\*\* MAXIMUM IS 100% OF THE PUBLIC DEFENDER MAXIMUM

**SENIOR MANAGEMENT PAY PLAN**  
**SALARY SCHEDULE D: CLASS TITLE - ALPHABETICAL ORDER**  
**PAY PLAN 88**  
**EFFECTIVE 7/01/2023**

<b>CLASS TITLE</b>	<b>CLASS CODE</b>	<b>EEO CODE</b>	<b>OT*</b>	<b>PAY GRD</b>	<b>MONTHLY MINIMUM</b>	<b>MONTHLY MAXIMUM</b>
ADMINISTRATIVE ASSISTANT III-SM	5319	02	Inc*	103	\$2,600.00	\$9,283.80
ADMINISTRATIVE ASSISTANT IV-SM	5320	02	Inc*	104	\$2,821.31	\$12,760.80
ADMINISTRATIVE DIRECTOR	5809	01	Exc	108	\$4,166.67	\$15,942.15
ADMINISTRATIVE SECRETARY II-SM	5159	06	Inc*	101	\$2,600.00	\$7,638.50
ASSISTANT PUBLIC DEFENDER	5901	02	Exc	111	\$4,166.67	\$17,713.50
ASST. PUBLIC DEFENDER CHIEF	5909	01	Exc	111	\$4,166.67	\$17,713.50
AUTOMATED SYSTEMS DIRECTOR-SM	5479	02	Inc*	104	\$2,821.31	\$12,760.80
BUDGET DIRECTOR-SM	5239	01	Inc*	103	\$2,600.00	\$9,283.80
CHIEF INVESTIGATOR-SM	5669	01	Inc*	105	\$3,129.08	\$12,760.80
CRIMINAL JUSTICE INFO SYSTEM COORD	5459	01	Exc	105	\$3,129.08	\$12,760.80
DIVISION DIRECTOR I	5816	01	Exc	113	\$5,000.00	\$17,713.50
DIVISION DIRECTOR II	5817	01	Exc	114	\$6,250.00	\$17,713.50
DIVISION DIRECTOR III	5818	01	Exc	115	\$7,916.67	\$17,713.50
FINANCE AND ACCOUNTING DIRECTOR-SM	5249	02	Exc	105	\$3,129.08	\$12,760.80
FISCAL SPECIALIST-SM	5229	02	Inc*	101	\$2,600.00	\$7,638.50
GENERAL COUNSEL	5959	02	Exc	112	\$4,166.67	\$17,713.50
INVESTIGATOR IV	5668	02	Inc*	104	\$2,821.31	\$12,760.80
MITIGATION SPECIALIST III-SM	5648	02	Inc*	104	\$2,821.31	\$12,760.80
NETWORK ADMINISTRATOR	5480	02	Inc*	104	\$2,821.31	\$12,760.80
PERSONNEL DIRECTOR-SM	5389	02	Inc*	102	\$2,600.00	\$8,654.98
STAFF ASSISTANT II – SM	5329	06	Inc*	101	\$2,600.00	\$7,638.50
STAFF ASSISTANT III – SM	5330	06	Inc*	103	\$2,600.00	\$9,283.80
TRAINING AND RESEARCH DIRECTOR	5388	02	Exc	105	\$3,129.08	\$12,760.80
TRAINING DIRECTOR –SM	5379	02	Inc*	103	\$2,600.00	\$9,283.80

			0	
			1	
ELECTED PUBLIC DEFENDER	9817		2	EXCL.

\*INDIVIDUAL EMPLOYEES' OVERTIME STATUS IS DETERMINED PURSUANT TO THE FAIR LABOR STANDARDS ACT REGULATIONS WHICH SUPERCEDE THE SALARY SCHEDULE, IF APPROPRIATE.

## POSITION DESCRIPTIONS (PART III)

### CLERK I

5001

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5001	Inc	68	83	\$2,600.00	\$4,744.97	\$31,200.00	\$56,939.64

#### DISTINGUISHING CHARACTERISTICS OF WORK

- This is clerical related work in performing Public Defender office functions of a routine and repetitive nature.
- Work is performed under immediate supervision with assignments being received in detail and subject to close check during progress and upon completion for compliance with instructions.

#### EXAMPLES OF WORK PERFORMED

- Sorts and stamps outgoing mail; prepares packages, printed matter and other materials for mailing. Sorts and delivers documents to other judicial agencies or departments.
- Assists in performing routine clerical operations; maintains simple records.
- Maintains office files, which may include filing, sorting, or any other file maintenance procedure as needed.
- Receives and distributes incoming mail, office communications, packages or other material on established schedules or special assignments.
- May act as relief for switchboard operator and perform other tasks as needed such as photocopying, scanning or use of other general office machines.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

#### MINIMUM TRAINING AND EXPERIENCE

Completion of the tenth grade.

REVISED: July 1, 2023REVISED: July 1, 2023



## CLERK II

5002

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5002	Inc	69	83	\$2,600.00	\$5,309.84	\$31,200.00	\$63,718.08

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is routine clerical work in a Public Defender office, which is generally limited in variety, repetitive in nature, and follows standardized or well-established procedures.
- An employee in a position allocated to this class carries out routine, generally standardized clerical duties, which can be learned on the job, requires little initiative in their execution, and requires little independent judgment.
- Work is performed under immediate supervision and is reviewed while in progress and upon completion.

### EXAMPLES OF WORK PERFORMED

- Maintains office files which may include filing, sorting, assembling, labeling, pulling documents for review as requested or any other file maintenance procedure as needed.
- Prepares case files for newly appointed clients which may include gathering data and case documents, preparation of a physical file and/or entering data into a case management system.
- Prepares simple routine correspondence, memoranda, reports, and other office documents from rough drafts, notes or oral instructions.
- Receives and distributes incoming mail, office communications, packages or other material.
- Sorts and stamps outgoing mail; prepares packages, printed matter and other materials for mailing. Sorts and delivers documents to other judicial agencies or departments.
- May act as relief for switchboard operator and perform other tasks as needed such as photocopying, scanning or use of other general office machines.
- Accomplishes department and organization mission by completing related tasks as needed. (NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023REVISED: July 1, 2023

## CLERK III

5003

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5003	Inc	70	83	\$2,600.00	\$5,328.23	\$31,200.00	\$63,938.76

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is varied complex clerical work in a Public Defender Office.
- An employee in a position allocated to this class performs a combination of moderately involved clerical duties.
- Work is performed under the general supervision of a higher level clerical or administrative supervisor and is reviewed upon completion for achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- Codes, classifies, posts, collates and consolidates information and data for involved reports or internal office computer programs; and checks for required forms, documents, affidavits and number of copies or other requirements directed by established procedures.
- Maintains filing systems which may include establishing filing methods, filing, sorting, assembling, labeling, pulling documents for review, or any other file maintenance procedure as requested.
- Gathers information for involved reports from files, which may include correspondence, reports, vital statistics, claims, purchase orders, case records, statistical records or reports, tests, forms, invoices, and other types of material.
- Prepares case files for newly appointed clients, which may include gathering data and case documents, preparation of a physical file and/or entering data into a case management system.
- Prepares routine correspondence, memoranda, reports, and other office documents from rough drafts, notes or oral instructions.
- Receives and distributes incoming mail, office communications, packages or other material. Sorts and stamps outgoing mail; prepares packages, printed matter and other materials for mailing. Sorts and delivers documents to other judicial agencies or departments.
- May act as relief for switchboard operator and perform other tasks as needed such as photocopying, scanning or use of other general office machines.
- Accomplishes department and organization mission by completing related tasks as needed. (NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and two years of progressively responsible clerical experience, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

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## CLERK IV

5004

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5004	Inc	72	83	\$2,600.00	\$5,846.95	\$31,200.00	\$70,163.40

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is an independent, complex and highly specialized clerical work in a Public Defender office.
- An employee in a position allocated to this class performs a variety of complex duties that are specialized in nature, such as maintaining complex records, and collecting and preparing data for special reports. The position involves devising new forms and developing new clerical procedures.
- Work is performed under general supervision of a high level employee and is reviewed through reports and conference.

### EXAMPLES OF WORK PERFORMED

- Maintains specialized records and files to be used in the reporting of activities of the office.
- Establishes methods and procedures for filing, sorting, assembling, labeling, pulling documents for review, and other file maintenance procedures. Gathers information for involved reports from files which may include correspondence, reports, vital statistics, claims, purchase orders, case records, statistical records, tests, forms, invoices, and other types of material.
- Codes, classifies, posts, collates and consolidates information and data for involved reports or internal office computer programs; checks for required forms, documents, affidavits, number of copies or other requirements directed by established procedures.
- Prepares case files for newly appointed clients which may include gathering data and case documents, preparation of a physical file and/or entering data into a case management system.
- Prepares correspondence, memoranda, reports, and other office documents independently with little direction from higher level employee.
- Assists an administrative supervisor in planning and research activities and in developing and maintaining a special program or some phase of a departmental program.
- Assists in any other clerical function as needed such as relief of switchboard operator, processing of incoming/outgoing mail and deliveries.
- Assists in the training of lower level clerical employees.
- Maintains records for storage of closed files.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and three years of progressively responsible clerical experience, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023REVISED: July 1, 2023

## STAFF SUPPORT TECHNICIAN

5005

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5005	Inc	72	83	\$2,600.00	\$5,846.95	\$31,200.00	\$70,163.40

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is routine clerical work in a Public Defender office that generally follows standardized or well-established procedures.
- An employee in a position allocated to this class carries out routine, generally standardized clerical duties that can be learned on the job, but require some initiative in their execution, and require some independent judgment. Incidental use of computers, copy machines, or other office equipment may be involved.

### EXAMPLES OF WORK PERFORMED

- Maintains filing system; organizes and maintains file room; assists with file retention and destruction procedures; pulls and distributes files as requested by staff.
- Delivers and retrieves information and documents from other offices and organizations, includes daily trips to judges' offices, state attorney, clerk, DCA, and other offices as needed; date stamps and distributes incoming information and documents to appropriate individuals.
- Maintains inventory of supplies; accepts deliveries from vendors; organizes and stores items received; monitors supplies to determine restocking needs.
- Uses on-line court system computer to provide case information as needed.
- Does bulk copying jobs; places service calls on copy machines; serves as key operator.
- Prepares outgoing bulk mail.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

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# INTERVIEWER I

5011

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5011	Inc	70	83	\$2,600.00	\$5,328.23	\$31,200.00	\$63,938.76

## DISTINGUISHING CHARACTERISTICS OF WORK

- This is entry level work in gathering information from witnesses and clients regarding alleged crimes for a Public Defender office.
- An employee in a position allocated to this class is responsible for gathering information regarding the alleged crime and completing all necessary forms required to open a file on the client.
- Work is performed under the close supervision of a higher level employee.

## EXAMPLES OF WORK PERFORMED

- Locates place of employment and/or residence of witnesses.
- Explains purposes and procedure for conducting private interview and advises witnesses of importance of relating all available information.
- Records information during progress of interview by taking notes or use of mechanical recording device.
- Makes written or oral reports concerning progress or completion of assignment.
- Conducts initial interview of newly appointed clients and completes intake forms in regard to financial status, personal history, potential witnesses, client statement regarding alleged offense and other information for the Public Defender office.
- Updates case management system regarding client and/or witness interviews.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

## MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023REVISED: July 1, 2023

## INTERVIEWER II

5012

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5012	Inc	72	83	\$2,600.00	\$5,846.95	\$31,200.00	\$70,163.40

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is advanced work in gathering information from witnesses and clients regarding alleged crimes for a Public Defender office.
- An employee in a position allocated to this class is responsible for gathering information regarding the alleged crime and completing all necessary forms required to open a file on the client.
- Work is performed under the general supervision of a higher level employee.

### EXAMPLES OF WORK PERFORMED

- Locates place of employment and/or residence of witnesses.
- Explains purpose and procedure for conducting private interview and advises witnesses of importance of relating all available information.
- Records information during progress of interview by taking notes or use of a mechanical recording device.
- Makes written or oral reports concerning progress or completion of assignment.
- Conducts initial interview of newly appointed clients and completes intake forms in regard to financial status, personal history, potential witnesses, client statements regarding alleged offense and other information for the Public Defender office.
- Updates case management system regarding client and/or witness interviews.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and two years of progressively responsible interviewing experience, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

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## INTERVIEWER III

5013

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5013	Inc	74	83	\$2,600.00	\$6,299.64	\$31,200.00	\$75,595.68

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is advanced work in gathering information from witnesses and clients regarding alleged crimes for a Public Defender office.
- An employee in a position allocated to this class is responsible for gathering information regarding the alleged crime and completing all necessary forms required to open a file on the client.
- Work is performed under the general supervision of a higher level employee.

### EXAMPLES OF WORK PERFORMED

- Locates place of employment and/or residence of witnesses.
- Explains purpose and procedure for conducting private interview and advises witnesses of importance of relating all available information.
- Records information during progress of interview by taking notes or use of a mechanical recording device.
- Makes written or oral reports concerning progress or completion of assignment.
- Conducts initial interview of newly appointed clients and completes intake forms in regard to financial status, personal history, potential witnesses, client statements regarding alleged offense and other information for the Public Defender office.
- Updates case management system regarding client and/or witness interviews.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and three years of progressively responsible interviewing experience, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023REVISED: July 1, 2023

## COMMUNICATIONS ASSISTANT I

5021

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5021	Inc	70	83	\$2,600.00	\$5,328.23	\$31,200.00	\$63,938.76

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is routine work in the operation of a communications center in a Public Defender office.
- An employee in a position allocated to this class performs work that involves the operation of a switchboard or call center, receptionist duties and related clerical functions.

### EXAMPLES OF WORK PERFORMED

- Answers incoming calls and makes proper connection to person or office requested; places outgoing calls; keeps records or updates electronic case system of calls and messages that cannot be delivered immediately; answers routine non-technical questions and refers other questions to proper persons or offices.
- Acts as receptionist, registering callers, directing them to proper office, and giving routine information.
- Places interoffice calls.
- Receives, sorts, and distributes incoming and outgoing mail.
- Maintains order in reception room, provides magazines and other reading materials so that visitors may occupy themselves while waiting.
- May also be required to type form letters, reports, forms, schedules, records and other documents that can readily be learned on the job.
- Performs clerical work such as filing, typing, and posting simple data.
- Accomplishes department and organization mission by completing related tasks as needed. (NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

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## COMMUNICATIONS ASSISTANT II

5022

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5022	Inc	71	83	\$2,600.00	\$5,720.10	\$31,200.00	\$68,641.20

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is independent and/or supervisory work in the operation of a communications center in a Public Defender office.
- An employee allocated to this class performs responsible work that involves the operation of a switchboard or call center, supervision and training of communications personnel, receptionist duties, and related clerical functions.
- Work is performed under the general supervision of a higher level employee.

### EXAMPLES OF WORK PERFORMED

- Supervises and trains Communications Assistants in the operations of a switchboard or call center.
- Answers incoming calls and makes proper connection to person or office requested; places outgoing calls; keeps records or updates electronic case system of calls, and messages which cannot be delivered immediately; answers routine non-technical questions and refers other questions to proper persons or offices.
- Acts as receptionist, registering callers, directing them to the proper office, and giving routine information.
- Maintains order in reception room, provides magazines and other reading material so that visitors may occupy themselves while waiting.
- Performs other clerical work.
- Schedules and prepares time reports for Communications Assistants.
- Performs duties of Communications Assistant I.
- Accomplishes department and organization mission by completing related tasks as needed. (NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and one year of experience in the operation of a switchboard or reception work, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## COMMUNICATIONS ASSISTANT III

5023

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5023	Inc	73	83	\$2,600.00	\$6,071.97	\$31,200.00	\$72,863.64

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is independent and/or supervisory work in the operation of a communications center in a Public Defender office.
- An employee allocated to this class performs responsible work that involves the operation of a switchboard or call center, supervision and training of communications personnel, receptionist duties, and related clerical functions.
- Work is performed under the general supervision of a higher level employee.

### EXAMPLES OF WORK PERFORMED

- Supervises and trains Communications Assistants in the operations of a switchboard or call center.
  - Answers incoming calls and makes proper connection to person or office requested; places outgoing calls; keeps records or updates electronic case system of calls, and messages which cannot be delivered immediately; answers routine non-technical questions and refers other questions to proper persons or offices.
  - Acts as receptionist, registering callers, directing them to proper office, and giving routine information.
  - Maintains order in reception room, provides magazines and other reading material so that visitors may occupy themselves while waiting.
  - Performs other clerical work.
  - Schedules and prepares time reports of Communications Assistants.
  - Performs duties of Communications Assistant I and II.
  - Accomplishes department and organization mission by completing related tasks as needed.
- (NOTE: These examples are intended only as illustrations of the various types of work performed in positions located to this class. The omission of specific statements of duties does not exclude them from the position if the work similar, related, or a logical assignment to the position.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and two years of experience in the operation of a switchboard or reception work, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## COMMUNICATIONS SUPERVISOR

5025

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5025	Inc	74	83	\$2,600.00	\$6,299.64	\$31,200.00	\$75,595.68

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is supervisory work in the operation of a communications center of a Public Defender office.
- An employee in a position allocated to this class is responsible for supervising the operation of a communications center.
- Work is performed under the general supervision of a higher level employee.

### EXAMPLES OF WORK PERFORMED

- Supervises and trains Communications Assistants in the operation of a switchboard or call center and in reception duties.
- Assists in answering incoming local and long distance calls and makes proper connection to person or office requested; places outgoing local and long distance calls; keeps records of incoming and outgoing calls, faxes received, and messages which cannot be delivered immediately; answers routine and technical questions and refers other questions to proper persons or offices.
- Acts as receptionist, registering callers, directing them to the proper office, and giving routine information.
- Receives, sorts, and distributes incoming and outgoing mail.
- Prepares time reports and schedules for communications assistants.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and three years of experience in the operation of a switchboard or call center or reception work, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

# SECRETARY I

5101

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5101	Inc	70	83	\$2,600.00	\$5,328.23	\$31,200.00	\$63,938.76

## DISTINGUISHING CHARACTERISTICS OF WORK

- This is entry level secretarial work of limited variety and complexity in a Public Defender office.
- An employee in a position allocated to this class is responsible for performing routine secretarial and clerical duties of limited variety and complexity where terminology or subject matter is not a significant factor. Work involves composing routine correspondence and typing memoranda, reports, and correspondence.
- Work is performed under close supervision. Detailed instructions are normally received from a supervisor who reviews work while in progress and upon completion.

## EXAMPLES OF WORK PERFORMED

- Opens mail and assembles related material to facilitate reply by a supervisor.
- Composes routine correspondence, and types correspondence, memoranda, court motions/orders, subpoenas, expense vouchers, reports, and other administrative forms.
- Prepares documents to be e-filed and e-serviced.
- Maintains an electronic, alphabetical, numerical, or simple subject-matter filing system and classifies and codes material for filing, and/or e-filing.
- Receives and routes telephone calls, answering routine questions.
- Operates office equipment not requiring previous training such as calculators, photocopy machines, and scanners.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

## MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and one year of clerical experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## SECRETARY II

5102

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5102	Inc	72	83	\$2,600.00	\$5,846.95	\$31,200.00	\$70,163.40

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is secretarial work of moderate variety and complexity in a Public Defender office.
- An employee in a position allocated to this class performs duties that involve typing memoranda, reports, and correspondence.
- Work is performed under general supervision and only projects that entail technical or confidential matters are given close attention by the immediate supervisor.

### EXAMPLES OF WORK PERFORMED

- Types correspondence, articles, reports, court motions/orders, subpoenas, expense vouchers, manuals, and other materials on general or legal subjects; types routine acknowledgments in response to inquiries.
  - Makes travel arrangements and arranges travel itineraries.
  - Prepares documents to be e-filed and e-serviced.
  - Maintains calendar for and reminds supervisor of appointments.
  - Prepares special reports as required and maintains files and records.
  - Acts as office receptionist, answers telephone; greets, announces and routes visitors/clients.
  - Assembles and summarizes information from files or electronic sources for the supervisor's use on the basis of general instructions as to the nature of the information needed.
  - Performs duties of Secretary I as needed.
  - Accomplishes department and organization mission by completing related tasks as needed.
- (NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and one year of secretarial or two years clerical and typing experience, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## STAFF SECRETARY I

5111

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5111	Inc	73	83	\$2,600.00	\$6,071.97	\$31,200.00	\$72,863.64

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is secretarial work of considerable variety and complexity in a Public Defender office.
- Work is performed under general or administrative supervision. Only projects that entail technical or confidential matters are given close attention by the immediate supervisor.

### EXAMPLES OF WORK PERFORMED

- Receives and reads incoming mail, screens items which can be handled personally, forwards the rest to supervisor or subordinates together with necessary background materials.
  - Maintains control records on the incoming correspondence and action documents and follows up on work in process to insure timely reply or action.
  - Maintains alphabetical, chronological, and electronic files and records of office correspondence, documents, reports, and other materials.
  - Acts as office receptionist; answers telephone, greets, announces, and routes visitors.
  - Assembles and summarizes information from files and documents in the office or other available sources for the supervisor's use on the basis of general instructions as to the nature of the information needed.
  - Performs clerical work related to a particular phase of the supervisor's program, maintaining records, and composing correspondence relative to the program.
  - Composes and signs routine correspondence of a non-technical nature in supervisor's name.
  - Keeps supervisor's calendar by scheduling appointments and conferences.
  - Accomplishes department and organization mission by completing related tasks as needed.
- (NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and two years of secretarial or three years clerical and typing experience, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023



## STAFF SECRETARY II

5112

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5112	Inc	75	83	\$2,600.00	\$6,496.93	\$31,200.00	\$77,963.16

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is responsible administrative secretarial work of considerable variety and complexity in a Public Defender office.
- An employee in a position allocated to this class performs a variety of secretarial, clerical, and administrative duties, including the interpretation of rules, regulations, and policies to agency officials and the public, preparation of special reports, and performance of special assignments for an administrative officer.
- Work is performed with considerable independence and is reviewed upon completion for conformance with policies and regulations.

### EXAMPLES OF WORK PERFORMED

- Serves as secretary to the administrative officer of an agency with operational programs of limited variety and complexity.
- Plans, initiates, and carries to completion clerical, secretarial, and administrative activities.
- Serves as recording secretary at meetings to take minutes. Prepares minutes of meeting in final form for distribution.
- Receives incoming mail and composes replies to inquiries not requiring the supervisor's personal attention.
- Acts as office receptionist; answers telephone, greets, announces and routes visitors.
- Keeps the supervisor's calendar and arranges various appointments; maintains the supervisor's itinerary and makes travel and hotel reservations.
- Supervises and trains secretarial and clerical employees in carrying out assignments in the supervisor's office.
- Researches and prepares complex reports as directed for the supervisor's review and information.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

## MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and three years of progressively responsible secretarial or four years clerical and typing experience, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

# LEGAL ASSISTANT I

5131

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5131	Inc	74	83	\$2,600.00	\$6,299.64	\$31,200.00	\$75,595.68

## DISTINGUISHING CHARACTERISTICS OF WORK

- This is varied and highly responsible legal assistant work.
- An employee in a position allocated to this class performs a variety of complex and confidential secretarial duties for an attorney requiring independent judgment, action, knowledge of laws and regulations, including making frequent decisions in accordance with organizational policies and practices. Duties cover all facets of the Criminal Justice System.
- Work is performed with considerable independence and is reviewed upon completion for conformance with policies and regulations.

## EXAMPLES OF WORK PERFORMED

- Types with speed and accuracy, is proficient in word processing systems and associated peripherals.
- Reads incoming mail and independently composes reply when attorney's personal attention is not required.
- Prepares and files complex motions, orders, and subpoenas for both depositions and trials; attends court hearings and keeps docket.
- Keeps attorney's appointment calendar and maintains schedules of meetings, appointments, and hearings.
- Establishes and maintains a comprehensive file system, using the agency's case management database.
- Handles calls regarding cases and court hearings in attorney's absence.
- Maintains records of all directives issued by the Court and assures compliance with same, and keeps fiscal records and other files as required.
- Prepares general legal forms and pleadings independently.
- Prepares documents for e-filing.
- Maintains confidential, case, follow-up and other essential legal records and files.
- Gathers and submits caseload data to insure timely and accurate reporting.
- Arranges travel itinerary and hotel accommodations.
- Assists attorneys with monthly travel reports.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and two years of progressively responsible secretarial experience, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## LEGAL ASSISTANT II

5132

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5132	Inc	75	83	\$2,600.00	\$6,496.93	\$31,200.00	\$77,963.16

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is varied and highly responsible legal assistant work and may include training, supervision or management of other office clerical personnel in a subordinate position in a Public Defender office.
- An employee in a position allocated to this class performs a variety of complex and confidential tasks for an attorney requiring independent judgment, action, knowledge of laws and regulations, including making frequent decisions in accordance with organizational policies and practices. Duties cover all facets of the Criminal Justice System.
- Work is performed with considerable independence and is reviewed upon completion for conformance with policies and regulations.

### EXAMPLES OF WORK PERFORMED

- Types with speed and accuracy, is proficient in word processing systems and associated peripherals.
- Reads incoming mail and independently composes reply when attorney's personal attention is not required.
- Supervises and trains clerical staff engaged in routine functions associated with office operations.
- Prepares and files complex motions, orders, subpoenas for both depositions and trials, attends court hearings and keeps docket.
- Keeps attorney's appointment calendar and maintains schedules of meetings, appointments, legal hearings, trials and sentencing.
- Establishes and maintains a comprehensive file system, utilizing agency's case management database.
- Handles calls regarding cases and court hearings in attorney's absence.
- Maintains record of all directives issued by the court and assures compliance with same and keeps fiscal records and other files as required.
- Prepares general legal forms and pleadings independently.
- Prepares documents for e-filing.
- Maintains confidential, case, follow-up and other essential legal records and files.
- Gathers and submits caseload data to insure timely and accurate reporting.
- Arranges travel itinerary and hotel accommodations.
- Assists attorneys with monthly travel reports.

- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

#### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and three years of progressively responsible secretarial experience, one year of which must have been as a legal secretary/assistant, or equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## LEGAL ASSISTANT III

5133

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5133	Inc	76	83	\$2,600.00	\$6,753.35	\$31,200.00	\$81,040.20

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is high-level legal assistant work in a Public Defender office, and may include supervision or management of other office clerical personnel.
- An employee in a position allocated to this class performs a variety of complex and confidential tasks for an attorney requiring independent judgment, action, knowledge of laws and regulations, including making frequent decisions in accordance with organizational policies and practices. Duties cover all facets of the Criminal Justice system.
- Work is performed with considerable independence and is reviewed upon completion for conformance with policies and regulations.

### EXAMPLES OF WORK PERFORMED

- Types with speed and accuracy and is proficient in word processing systems and associated peripherals.
- Reads incoming mail and independently composes reply when attorney's personal attention is not required.
- Supervises and trains clerical staff engaged in routine functions associated with office operations.
- Prepares and files complex motions, orders, subpoenas for both depositions and trials, attends court hearings and keeps docket.
- Keeps attorney's appointment calendar and maintains schedules of meetings, appointments, legal hearings, trials and sentencings.
- Establishes and maintains a comprehensive file system.
- Handles calls regarding cases and court hearings in attorney's absence.
- Maintains record of all directives issued by the court and assures compliance with same and keeps fiscal records and other files as required.
- Prepares general legal forms and pleadings independently.
- Prepares documents for e-filing.
- Maintains confidential case follow-up and other essential legal records and files.
- Gathers and submits caseload data to insure timely and accurate reporting.
- Arranges travel itinerary and hotel accommodations.
- Assists attorneys with monthly travel reports.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

#### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and four years of progressively responsible secretarial experience, two years of which must have been as a legal secretary/assistant, or equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023



## LEGAL ASSISTANT IV

5134

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5134	Inc	78	83	\$2,600.00	\$7,966.52	\$31,200.00	\$95,598.24

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is advanced, independent, or supervisory legal assistant work in a Public Defender office, and may include training, supervision or management of other office, secretarial, or legal assistant personnel.
- An employee in a position allocated to this class performs a variety of complex and confidential tasks for an attorney requiring independent judgment, action, knowledge of laws and regulations, including making frequent decisions in accordance with organizational policies and practices. Duties cover all facets of the Criminal Justice system.
- Work is performed with considerable independence and is reviewed upon completion for conformance with policies and regulations.

### EXAMPLES OF WORK PERFORMED

- Types with speed and accuracy and is proficient in word processing systems associated with peripherals. Reads incoming mail and independently composes reply when attorney's personal attention is not required.
- Supervises and trains clerical, secretarial or legal assistant staff.
- Prepares and files complex motions, orders, subpoenas for both depositions and trials, attends court hearings, trials and sentencings.
- Establishes and maintains a comprehensive file system.
- Handles calls regarding cases and court hearings in attorney's absence.
- Maintains record of all directives issued by the court and assures compliance with same and keeps fiscal records and other files as required.
- Prepares general legal forms and pleadings independently.
- Prepares documents for e-filing.
- Prepares monthly statistical caseload report.
- Maintains confidential case follow-up and other essential legal records and files.
- Gathers and submits caseload data to insure timely and accurate reporting.
- Arranges travel itinerary and hotel accommodations.
- Assists attorneys with monthly travel reports.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and seven years of progressively responsible secretarial experience, five years of which must have been as a legal secretary/assistant, or equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

# ADMINISTRATIVE SECRETARY I

5151

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5151	Inc*	76	83	\$2,600.00	\$6,753.35	\$31,200.00	\$81,040.20

## DISTINGUISHING CHARACTERISTICS OF WORK

- This is responsible administrative work as legal secretary/assistant to an executive or administrative officer in a Public Defender office.
- An employee in a position allocated to this class performs a variety of legal secretarial/assistant, clerical, and administrative duties requiring an extensive working knowledge of the organization and programs within a Public Defender office. Duties include interpreting rules, regulations, and policies to state officials, staff members, and the public; researching material for and preparing reports; and performing special assignments for the executive or administrative officer of a Public Defender office. Work also involves participating to varying degrees in organizational and program matters utilizing an extensive knowledge of the supervisor's jurisdiction, policies and views, and occasional supervision of clerical positions.
- Work is performed with considerable independence and is reviewed upon completion for compliance with applicable policies and procedures.

## EXAMPLES OF WORK PERFORMED

- Serves as the personal assistant to an executive or administrative officer of a Public Defender office with diversification of programs and activities.
- Makes an arrangement for conferences including space, time, and place. Informs participants of topics to be discussed and researches and provides them with background information. Serves as recording secretary at conferences or other meetings; prepares minutes in final form for distribution.
- Receives incoming mail and composes and signs replies to inquiries not requiring the personal attention of the supervisor; independently composes and signs various other letters for the supervisor.
- Researches and develops materials for use in the supervisor's public speaking engagements.
- Maintains the supervisor's calendar and arranges various appointments at own discretion; schedules the supervisor's itinerary and makes travel and hotel reservations.
- Supervises and trains legal secretarial/assistant and clerical employees in carrying out assignments.
- Researches and prepares complex reports as directed for the supervisor's review and information.
- Serves as receptionist and answers telephones; screens, greets, announces, and routes visitors.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and four years of progressively responsible secretarial and clerical experience, two years of which must have been as a legal secretary/assistant, or equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## ADMINISTRATIVE SECRETARY II

5152-83, 5159-88

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5152	Inc*	77	83	\$2,600.00	\$7,016.31	\$31,200.00	\$84,195.72
5159	Inc*	101	88	\$2,600.00	\$7,638.50	\$31,200.00	\$91,662.00

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is responsible administrative work as a legal secretary/assistant to a Public Defender, chief assistant public defender, or other executive or administrative officer in a Public Defender Office.
- An employee in a position allocated to this class performs a variety of secretarial, clerical, and administrative duties requiring an extensive working knowledge of the organization and program within a Public Defender office and knowledge of the policies and views. Duties include interpreting rules, regulations, and policies to state officials, staff members, and the public; researching material for, and preparing reports; and performing special assignments as required.
- Work is performed with considerable independence and may be reviewed upon compliance for conformance with applicable policies and procedures.

### EXAMPLES OF WORK PERFORMED

- Serves as a personal assistant to a Public Defender, chief assistant public defender, or other executive or administrative officer in a Public Defender Office, which includes work as an assistant to a Public Defender, chief assistant public defender, or other executive or administrative officer in a Public Defender office; planning, and carrying to completion a variety of complex legal, clerical, secretarial and administrative activities.
- Makes arrangements for conferences, including time, place, and space; informs participants of topics to be discussed, and researches and provides them with background information.
- Serves as recording secretary at conferences or other meetings; prepares minutes in final form for distribution.
- Receives incoming mail and composes and signs replies to inquiries not requiring the personal attention of the Executive; independently composes and signs various other letters for the Executive.
- Researches and develops material for use in the Public Defender's public speaking engagements.
- Maintains calendar and arranges various appointments at own discretion; schedules itinerary and makes travel and hotel reservations.
- Supervises and trains legal secretarial/assistant and clerical employees in carrying out assignments.
- Serves as receptionist for the Executive, answering telephone, screening, greeting, announcing, and routing visitors.

- Researches and prepares complex reports as directed for the Executive's review and information.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

#### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and five years of progressively responsible secretarial and clerical experience, two years of which must have been as a legal secretary/assistant or an equivalent combination of training and experience.
- An equivalency diploma issued by a state of department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## FISCAL ASSISTANT I

5221

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5221	Inc	73	83	\$2,600.00	\$6,071.97	\$31,200.00	\$72,863.64

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is responsible, independent, clerical-accounting work maintaining complex accounting and financial records in a Public Defender office.
- An employee in a position allocated to this class performs responsible, independent, clerical-accounting work maintaining records of accounts involving varied and complex entries; carrying out all accounting functions; or assisting higher level employees of a Public Defender office.
- Work is performed under the direction of a higher level employee and is reviewed for results obtained.

### EXAMPLES OF WORK PERFORMED

- Maintains complex record systems involving varied transactions, or relatively simple records involving a large number of transactions; maintains records in accordance with established procedures.
- Prepares routine and special accounting statements or analyses of accounting data.
- Assembles or compiles data used in preparing budgets.
- Participates in the compilation of payrolls and payroll records.
- Assists with the preparation of quarterly budget requests.
- Reviews and signs vouchers being transmitted for payment.
- Reconciles accounts receivable and accounts payable journal entries.
- Assists auditors.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and two years of automated bookkeeping or clerical-accounting experience, or equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## FISCAL ASSISTANT II

5222

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5222	Inc	75	83	\$2,600.00	\$6,496.93	\$31,200.00	\$77,963.16

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is highly responsible accounting work involving the application of accounting techniques to a variety of fiscal transactions in a Public Defender office.
- An employee in a position allocated to this class performs accounting work relative to the fiscal program of a Public Defender office.
- Work is performed under the general supervision of a higher level employee.

### EXAMPLES OF WORK PERFORMED

- Maintains controls and performs balance operations of accounting systems.
- Prepares fiscal statements and reports within specific account limits or assists in similar activities involving a wider variety of accounting areas.
- Prepares fiscal analyses in limited accounting areas or assists in similar activities in several accounting areas.
- Participates in the preparation of payrolls, pre-auditing functions, and various other activities related to accounting responsibilities.
- Assists in preparation of budgets.
- Reviews and signs vouchers being transmitted for payment.
- Assists with the preparation of budget requests.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and three years of automated bookkeeping or clerical-accounting experience or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023



## FISCAL SPECIALIST

5225-83, 5229-88

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5225	Inc*	77	83	\$2,600.00	\$7,016.31	\$31,200.00	\$84,195.72
5229	Inc*	101	88	\$2,600.00	\$7,638.50	\$31,200.00	\$91,662.00

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is supervisory and/or highly independent professional accounting work in an accounting program in a Public Defender office.
- An employee in a position allocated to this class is either responsible for supervising the activities of an accounting system or independently carrying out an accounting program; performing all duties necessary to carry out the phase of the program assigned. Supervision may be exercised over lower level professional and clerical personnel.
- Work is performed under the general supervision of a higher level employee and is reviewed for compliance with office policies and procedures and for achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- Maintains and/or supervises the accounting records of the Public Defender office with the responsibility for handling a wide variety of funds, and/or maintains accounting records of comparable complexity.
- Maintains controls and performs balancing operations of accounting activities.
- Prepares fiscal analyses.
- Assists in budget preparation.
- Conducts special studies and makes recommendations.
- Reviews and signs vouchers being transmitted for payment.
- Assists with the preparation of quarterly budget requests.
- Supervises or participates in the preparation of payrolls and pre-auditing functions.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university with major course work in accounting, and one year of professional accounting experience, or an equivalent combination of training and experience.

- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## BUDGET DIRECTOR

5230-83, 5239-88

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5230	Inc*	79	83	\$2,600.00	\$8,543.79	\$31,200.00	\$102,525.48
5239	Inc*	103	88	\$2,600.00	\$9,283.80	\$31,200.00	\$111,405.60

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is supervisory and highly independent professional management work in a Public Defender office.
- An employee in a position allocated to this class is responsible for all aspects of budget preparation and supervision. Duties include preparation of legislative and operating budgets and coordinating all fiscal activities with related governmental agencies.
- Work is performed under broad general supervision. A high degree of independent judgment is required in performing fiscal administrative and liaison functions. This employee must have a working knowledge of all statutes, rules, regulations and policies having an impact on Public Defender budget planning and implementation.

### EXAMPLES OF WORK PERFORMED

- Prepares Legislative Budget Request, County Budgets, and the annual Operating Budget for the Public Defender. Represents the Public Defender at budget meetings.
- Advises the Public defender on all fiscal matters.
- Maintains supervisory control of all budget accounts in a Public Defender office.
- Prepares periodic budget status reports for the Public Defender as required.
- Serves on internal administrative and policy bodies.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated in this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university and three years of experience in budget preparation and/or supervision in an agency of equivalent size and funding, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## FINANCE AND ACCOUNTING DIRECTOR

5240-83, 5249-88

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5240	Exc	83	83	\$3,129.08	\$11,975.18	\$37,548.96	\$143,702.16
5249	Exc	105	88	\$3,129.08	\$12,760.80	\$37,548.96	\$153,129.60

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is administrative accounting work directing, planning and organizing the fiscal and accounting functions in a Public Defender office.
- An employee in a position allocated to this class exercises independent judgment in the formulation or assisting in the formulation of policies and procedures for preparation and/or administration of budgets.

### EXAMPLES OF WORK PERFORMED

- Plans, directs and coordinates agency accounting and auditing functions.
  - Reviews and implements agency policies and procedures relating to fiscal areas.
  - Reviews all applicable state laws, rules and/or regulations regarding accounting procedures.
  - Preparation of all agency budgets.
  - May serve as internal auditor.
  - Prepares financial reports with supporting documentation.
  - Recommends procedures relating to accounting and budgetary control.
  - Interprets financial data and makes recommendations for administrative and operating management personnel.
  - Accomplishes department and organization mission by completing related tasks as needed.
- (NOTE: These examples are intended as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university and five (5) years of accounting experience, two of which must have been in a supervisory capacity, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## STAFF ASSISTANT I

5301

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5301	Inc*	76	83	\$2,600.00	\$6,753.35	\$31,200.00	\$81,040.20

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is administrative work assisting a division head in a Public Defender office.
- An employee in a position allocated to this class is responsible for compiling and analyzing data for administrative decisions.
- Work is performed under general supervision and detailed instructions are given only on special assignments.

### EXAMPLES OF WORK PERFORMED

- Assigns, reviews, and generally supervises the work of a small secretarial or clerical staff.
- Compiles and analyzes data for administrative decisions.
- Assists in the preparation of office budgets and maintains statistical records.
- Interprets established policy and provides the information for the resolution of office problems.
- Provides liaison with other departments and with the public, representing the Public Defender when requested.
- Maintains records of appointments and other related matters.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and four years of progressively responsible secretarial and/or clerical experience, or equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## STAFF ASSISTANT II

5302-83, 5329-88

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5302	Inc*	77	83	\$2,600.00	\$7,016.31	\$31,200.00	\$84,195.72
5329	Inc*	101	88	\$2,600.00	\$7,638.50	\$31,200.00	\$91,662.00

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is advanced administrative work assisting a division head in a Public Defender office.
- An employee in a position allocated to this class is responsible for compiling and analyzing data for administrative decisions, independently handling special projects, and managing a phase of a division program.
- Work is performed under general supervision and detailed instructions are given only on special assignments.

### EXAMPLES OF WORK PERFORMED

- Assigns, reviews, and generally supervises the work of a small secretarial or clerical staff.
- Compiles and analyzes data for administrative decisions.
- Assists in the preparation of office budgets and maintains statistical records.
- Interprets established policy and provides the information for the resolution of office problems.
- Provides liaison with other departments and with the public, representing the Public Defender when requested.
- Maintains records of appointments and other related matters.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and five years of progressively responsible secretarial and/or clerical experience, or equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## STAFF ASSISTANT III

5303-83, 5330-88

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5303	Inc*	78	83	\$2,600.00	\$7,966.52	\$31,200.00	\$95,598.24
5330	Inc*	103	88	\$2,600.00	\$9,283.80	\$31,200.00	\$111,405.60

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is advanced administrative work assisting a division head in a Public Defender office, requiring a general understanding of the policies and programs in a Public Defender office.
- An employee in a position allocated to this class is responsible for compiling and analyzing data for administrative decisions, independently handling special projects, and managing a phase of a division program.
- Work is performed under general supervision and detailed instructions are given only on special assignments.

### EXAMPLES OF WORK PERFORMED

- Assigns, reviews, and generally supervises the work of a small secretarial or clerical staff.
  - Compiles and analyzes data for administrative decisions.
  - Independently maintains a segment of administrative duties such as budget, accounting, purchasing and/or personnel.
  - Assists in the preparation of office budgets and maintains statistical records.
  - Interprets established policy and provides the information for the resolution of office problems.
  - Represents the supervisor or Public Defender in matters as authorized.
  - Maintains records of appointments and other related matters.
  - Accomplishes department and organization mission by completing related tasks as needed.
- (NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and seven years of progressively responsible secretarial and/or clerical experience, or equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

# ADMINISTRATIVE ASSISTANT I

5311

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5311	Inc*	77	83	\$2,600.00	\$7,016.31	\$31,200.00	\$84,195.72

## DISTINGUISHING CHARACTERISTICS OF WORK

- This is administrative work assisting a division head in a Public Defender office.
- An employee in a position allocated to this class plans, assigns and reviews the work of employees; coordinates and administers policies and procedures, and relieves the supervisor of assigned operational duties.
- Work is performed under general supervision with review made to ensure that work is being performed in accordance with prescribed policies, procedures and common office practices.

## EXAMPLES OF WORK PERFORMED

- Processes a variety of routine correspondence; investigates subject matter and prepares replies.
- Maintains current information of office policies and programs, and processes routine matters within established policies.
- Reviews records and reports that require action and recommends solutions or courses of action.
- Performs special assignments, research, and report preparation.
- Performs functions for supervisor as authorized or delegated.
- Performs fiscal, personnel, purchasing, statistical reporting, secretarial, and other major office functions.
- May serve as administrative officer of a Public Defender branch office.
- May represent supervisor at meetings to furnish or obtain information.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

## MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and five years of progressively responsible secretarial and/or clerical experience or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023



## ADMINISTRATIVE ASSISTANT II

5312

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5312	Inc*	78	83	\$2,600.00	\$7,966.52	\$31,200.00	\$95,598.24

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is administrative work assisting a Public Defender or division head in a variety of administrative matters, requiring a thorough understanding of the policies and programs in a Public Defender office.
- An employee in a position allocated to this class is responsible for formulating, directing, analyzing and recommending changes in policies, rules, and regulations. Duties may include representing the supervisor in conferences or meetings.
- Work is performed under general supervision and requires a high degree of independent judgment in the establishment, interpretation, application and enforcement of statutes, rules, regulations and policies.

### EXAMPLES OF WORK PERFORMED

- Supervises the maintenance of accounts, purchasing, budget preparation and control, and the conducting of personnel transactions.
  - Represents the supervisor in matters as authorized.
  - Reviews the work of various divisions, departments, and branch offices, coordinating their activities and advising them on matters of policy and administration.
  - Assists in formulating and recommending programs and policies of a Public Defender office and interprets and administers policies as directed.
  - Supervises purchasing, duplicating, property control, and maintenance activities of a Public Defender office.
  - Represents administrative supervisor in contacts with public officials, governmental agencies and the public.
  - Accomplishes department and organization mission by completing related tasks as needed.
- (NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university and two years of experience in staff or administrative work, or equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## ADMINISTRATIVE ASSISTANT III

5313-83, 5319-88

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5313	Inc*	79	83	\$2,600.00	\$8,543.79	\$31,200.00	\$102,525.48
5319	Inc*	103	88	\$2,600.00	\$9,283.80	\$31,200.00	\$111,405.60

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is advanced administrative work assisting Public Defender or division head in coordinating and supervising a variety of complex administrative functions in a Public Defender office.
- An employee in a position allocated to this class performs complex administrative work including supervising the administrative functions of a Public Defender office.
- Work is performed under broad general supervision and requires independent judgment in the establishment, interpretation, application and enforcement of rules, regulations, policies and statutes. Assignments are reviewed through conferences and by the results obtained.

### EXAMPLES OF WORK PERFORMED

- Assists and advises the Public Defender or division head in formulating and implementing broad policies and program objectives.
  - Represents the Public Defender or division head in matters where authority has been delegated.
  - Serves on internal administrative and policy bodies.
  - Investigates and defines problems, conducts research and formulates methods of resolution.
  - Assists in the coordination and implementation of office programs.
  - Conducts confidential investigations and complex special assignments.
  - May monitor, supervise and coordinate administrative services.
  - Accomplishes department and organization mission by completing related tasks as needed.
- (NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university and three years of experience in staff or administrative work, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## ADMINISTRATIVE ASSISTANT IV

5314-83, 5320-88

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5314	Inc*	80	83	\$2,611.73	\$10,330.84	\$31,340.76	\$123,970.08
5320	Inc*	104	88	\$2,821.31	\$12,760.80	\$33,855.72	\$153,129.60

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is advanced administrative work assisting a Public Defender and/or other administrator in developing and implementing a variety of complex administrative functions in a Public Defender office. This position requires a thorough understanding of the policies and procedures in a Public Defender office.
- An employee in a position allocated to this class is responsible for formulating, directing, analyzing and recommending changes in policies, rules, and regulations.
- Work is performed under broad general supervision and requires a high degree of independent judgment in the establishment, interpretation, application and enforcement of rules, regulations, policies and statutes. Assignments are reviewed through conferences and by the results obtained.

### EXAMPLES OF WORK PERFORMED

- Assists and advises the Public Defender and/or other administrator in formulating and implementing policies and procedures.
- Represents the Public Defender and/or other administrator in matters where authority has been delegated.
- Serves on internal administrative and policy bodies.
- Investigates and defines problems, conducts research and formulates methods of resolution.
- Conducts confidential investigations and complex special assignments.
- Monitors, supervises and coordinates administrative services.
- Compiles and analyzes data for administrative decisions.
- Supervises and/or participates in recruitment and hiring of employees.
- Makes recommendations and participates in decision-making regarding human resource issues.
- May participate in the compilation of payrolls and payroll records.
- May assist auditors.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

## MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university and five years of experience in staff or administrative work, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## STAFF INTERPRETER/TRANSLATOR

5315

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5315	Inc	78	83	\$2,600.00	\$7,966.52	\$31,200.00	\$95,598.24

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is work assisting with communication needs of agency staff by providing professional interpreter services; or translating oral and/or written communications between English and a designated second language or languages.

### EXAMPLES OF WORK PERFORMED

- Provides interpreter services to agency staff for individuals during office appointments, depositions, testing, medical, psychological or psychiatric evaluations.
- Assists clients in preparation and completion of forms.
- Develops interpreter resources in the community and maintains list of qualified interpreters.
- Provides simultaneous or consecutive translation for clients or staff.
- Translates orally or in writing all documents presented by clients.
- Creates, prepares and maintains necessary reports and forms.
- Provides translations of correspondence, memorandums, reports and other documents from one language into another.
- Assists with preparing and updating the translation of agency forms.
- Performs related work as required.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### MINIMUM TRAINING AND EXPERIENCE

- Knowledge of methods of compiling organizing and analyzing data.
- Knowledge of English and designated second language.
- Knowledge of correct spelling, punctuation and grammar usage in English.
- Ability to interpret spoken material, including medical information, from English into a designated second language.
- Ability to translate a designated second language into English.
- Ability to instruct others in a designated second language.
- Ability to meet the communication needs of individuals conversing in a designated second language.
- Ability to establish and maintain effective working relationships with others.
- A high school diploma or its equivalent and Court Interpreter Certification issued by the Administrative Office of the United States Courts; or

- A high school diploma and three years experience in translation and interpretation of English and a required second language; or
- A bachelor's or master's degree from an accredited college or university in a designated second language.

## PUBLIC INFORMATION OFFICER I

5365

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5365	Exc	85	83	\$3,688.21	\$12,445.05	\$44,258.52	\$149,340.60

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is administrative work assisting the Public Defender, and/or staff by relieving them of a variety of administrative matters.
- An employee in a position allocated to this class plans, reviews and coordinates distribution of information to the public and media representatives relating to office policies and procedures, information relating to pending cases, as allowed by the public records laws, and information of general interest.
- Work is performed under supervision of the Public Defender or designee and requires a high degree of independent judgment in the establishment, interpretation, application and enforcement of rules, regulations, policies and statutes. Assignments are reviewed through conferences and by the results obtained.

### EXAMPLES OF WORK PERFORMED

- Disseminates current information on office policies and programs to the general public and media representatives.
- Assists and coordinates with local and state criminal justice and related agencies in the planning and presentation of major programs or events within the state or judicial circuit.
- Writes and edits speeches, statements, and news releases; maintains liaison with media at local, state and national levels.
- Writes educational and informational copy on special topics relating to the criminal justice system.
- Produces periodic news releases and reports to the public on the criminal justice system, its operation, the disposition of certain cases, and other matters. These reports take various forms including, but not limited to, written documents and booklets, press and broadcast news interviews, and appearances on radio and television public affairs programs.
- Handles inquiries from media representatives regarding activities of the office.
- Represents the Public Defender in matters as authorized.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university with major course work in public relations or journalism and three years of public relations or journalism experience, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023



## PUBLIC INFORMATION OFFICER II

5366

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5366	Exc	86	83	\$4,631.15	\$12,445.05	\$55,573.80	\$149,340.60

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is administrative work assisting the Public Defender, and/or staff by relieving them of a variety of administrative matters.
- An employee in a position allocated to this class plans, reviews and coordinates distribution of information to the public and media representatives relating to office policies and procedures, information relating to pending cases, as allowed by the public records laws, and information of general interest.
- Work is performed under supervision of the Public Defender or designee and requires a high degree of independent judgment in the establishment, interpretation, application and enforcement of rules, regulations, policies and statutes. Assignments are reviewed through conferences and by the results obtained.

### EXAMPLES OF WORK PERFORMED

- Disseminates current information on office policies and programs to the general public and media representatives.
- Assists and coordinates with local and state criminal justice and related agencies in the planning and presentation of major programs or events within the state or judicial circuit.
- Writes and edits speeches, statements, and news releases; maintains liaison with media at local, state and national levels.
- Writes educational and informational copy on special topics relating to the criminal justice system.
- Produces periodic news releases and reports to the public on the criminal justice system, its operation, the disposition of certain cases, and other matters. These reports take various forms including, but not limited to, written documents and booklets, press and broadcast news interviews, and appearances on radio and television public affairs programs.
- Handles inquiries from media representatives regarding activities of the office.
- Represents the Public Defender in matters as authorized.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university with major course work in public relations or journalism and five years of public relations or journalism experience, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## PUBLIC INFORMATION OFFICER III

5367

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5367	Exc	87	83	\$5,179.50	\$12,445.05	\$62,154.00	\$149,340.60

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is administrative work assisting the Public Defender, and/or staff by relieving them of a variety of administrative matters.
- An employee in a position allocated to this class plans, reviews and coordinates distribution of information to the public and media representatives relating to office policies and procedures, information relating to pending cases, as allowed by the public records laws, and information of general interest.
- Work is performed under supervision of the Public Defender or designee and requires a high degree of independent judgment in the establishment, interpretation, application and enforcement of rules, regulations, policies and statutes. Assignments are reviewed through conferences and by the results obtained.

### EXAMPLES OF WORK PERFORMED

- Disseminates current information on office policies and programs to the general public and media representatives.
- Assists and coordinates with local and state criminal justice and related agencies in the planning and presentation of major programs or events within the state or judicial circuit.
- Writes and edits speeches, statements, and news releases; maintains liaison with media at local, state and national levels.
- Writes educational and informational copy on special topics relating to the criminal justice system.
- Produces periodic news releases and reports to the public on the criminal justice system, its operation, the disposition of certain cases, and other matters. These reports take various forms including, but not limited to, written documents and booklets, press and broadcast news interviews, and appearances on radio and television public affairs programs.
- Handles inquiries from media representatives regarding activities of the office.
- Represents the Public Defender in matters as authorized.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

## MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university with a degree in public relations or journalism and five years of public relations or journalism experience, two of which must have been in a criminal justice related field or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## TRAINING DIRECTOR

5375-83, 5379-88

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5375	Inc*	79	83	\$2,600.00	\$8,543.79	\$31,200.00	\$102,525.48
5379	Inc*	103	88	\$2,600.00	\$9,283.80	\$31,200.00	\$111,405.60

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is responsible work in providing instruction, coordination or supervision in a training program in a Public Defender office.
- An employee in this position allocated to this class is responsible for providing instruction, supervision, and on-the-job training to persons employed in a Public Defender office. Duties include determining and meeting training needs for professional and non-professional personnel.
- Work is performed under the supervision of a higher level employee and reviewed for results obtained.

### EXAMPLES OF WORK PERFORMED

- Conducts, develops, coordinates and reviews programs, curriculum and training techniques, and conducts studies to determine more efficient and effective training methods.
  - Prepares necessary equipment, training aids, and training room for instructional purposes.
  - Assists in determining training needs and requirements for the training program operation.
  - Attends and video tapes lectures at seminars and workshops to be used in office training program.
  - Maintains audio and video tape library.
  - Accomplishes department and organization mission by completing related tasks as needed.
- (NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university and three years of professional training experience or an equivalent combination of training experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## TRAINING AND RESEARCH MANAGER

5380-83, 5388-88

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5380	Exc	83	83	\$3,129.08	\$11,975.18	\$37,548.96	\$143,702.16
5388	Exc	105	88	\$3,129.08	\$12,760.80	\$37,548.96	\$153,129.60

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is highly responsible work planning, designing and implementing research and training programs for agency staff in a Public Defender's office.
- An employee in a position allocated to this class is responsible for formulating or assisting in the formulation of policies and procedures that have significant impact in personnel administration.

### EXAMPLES OF WORK PERFORMED

- Review and implement agency policies and procedures relating to research and training;
- Formulate plans for research projects and in-house training programs;
- Institute and manage research and training programs;
- Assist and manage the preparation of papers and reports on research projects;
- Assist and manage the preparation and distribution of training materials;
- May represent the Public Defender at conferences on research and training;
- Establish and maintain a resource and clearinghouse for research, statistical and training data;
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university and four (4) years of experience with research, training or education, one of which must have been in a supervisory capacity or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may substitute for high school graduation.

REVISED: July 1, 2023

## PERSONNEL DIRECTOR

5385-83, 5389-88

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5385	Inc*	78	83	\$2,600.00	\$7,966.52	\$31,200.00	\$95,598.24
5389	Inc*	102	88	\$2,600.00	\$8,654.98	\$31,200.00	\$103,859.76

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is highly independent work in managing the personnel activities in a Public Defender office.
- An employee in a position allocated to this class is responsible for processing and maintaining records of all employees including attendance, sick leave, and other pertinent personnel records; and counsels employees in matters of state employees' benefits, and assists other employees with their interactions with People First. Work also involves processing the necessary forms required in Worker's Compensation Claims.
- Work is performed under the general supervision of a higher level employee who reviews the work through conferences and reports.

### EXAMPLES OF WORK PERFORMED

- Supervises the personnel programs and activities of a Public Defender's office, and directly manages legal assistants, secretarial/clerical staff, and various other classes of support staff.
- Participates in formulating and implementing personnel policies and procedures and makes recommendations for change.
- Processes and prepares payroll data.
- Interviews all secretarial/clerical applicants, approves applications, terminates employment when necessary, assigns duties, instructs staff regarding office policies and procedures, introduces new procedures, reviews performance of duties, recommends merit salary increases and promotions, approves or disapproves sick or annual leave and contacts references listed by applicants to determine personal traits and work performance in previous employment.
- Maintains a record-keeping system to satisfy personnel, budget and classification needs, including records of attendance and leave.
- Performs initial employee orientation, and prepares and maintains personnel handbooks for the orientation and education of new personnel.
- Answers all phone calls relative to employment, verification of employment on present and past employees.
- Serves in a liaison capacity between the Public Defender's office and other state agencies.
- Keeps management informed as to state and federal laws such as FMLA, EEO, and ADA.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university and two years of professional personnel experience, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023



## DATA ENTRY OPERATOR I

5431

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5431	Inc	71	83	\$2,600.00	\$5,720.10	\$31,200.00	\$68,641.20

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is routine clerical work performed in a Public Defender office keying, verifying and retrieving data from source documents.
- An employee in a position allocated to this class is responsible for operating a personal computer. Duties involve typing, verifying, and/or keying information from a variety of source documents into computer accepted formats using a personal computer. Duties may include performing clerical related assignments such as typing, filing, and general office work.
- Work is performed under the general supervision of a higher level technical employee and is reviewed periodically while in progress and upon completion for conformance with instructions and written procedures.

### EXAMPLES OF WORK PERFORMED

- Assembles and organizes routine material for data entry.
  - Types or keys information into the system through the use of a personal computer, keypunch, key tape, optical character recognition or video-terminal equipment.
  - Operates associated peripherals.
  - Inputs system queries and interprets retrieval replies.
  - Verifies data input.
  - Maintains statistical records of entries and equipment usage.
  - Determines client's eligibility for equipment information accessibility.
  - Answers the telephone, types occasionally and files material.
  - Accomplishes department and organization mission by completing related tasks as needed.
- (NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and one year experience in data entry, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## DATA ENTRY OPERATOR II

5432

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5432	Inc	73	83	\$2,600.00	\$6,071.97	\$31,200.00	\$72,863.64

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is independent and/or lead worker work in a Public Defender office keying, verifying and retrieving data from source documents.
- An employee in a position allocated to this class is responsible for standard data entry operations, independent performance of complex related tasks, and training of entry level operators.
- Work is performed under the general supervision of a higher level employee.

### EXAMPLES OF WORK PERFORMED

- Performs involved work methods and procedures in accordance with a working knowledge of local criminal justice system procedures.
- Independently assembles and organizes varied and moderately difficult material for system input.
- Types or keys information into the system through the use of a personal computer.
- Operates associated peripherals.
- Inputs system queries and interprets retrieval replies.
- Verifies data input.
- Maintains statistical records of entries and equipment usage.
- Determines client's eligibility for equipment information accessibility.
- Trains entry level operators.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and two years experience in data entry, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## DATA ENTRY OPERATOR III

5433

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5433	Inc*	75	83	\$2,600.00	\$6,496.93	\$31,200.00	\$77,963.16

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is independent and/or supervisory work in a Public Defender's office keying, verifying and retrieving data from source documents.
- An employee in a position allocated to this class is responsible for standard data entry operations, independent performance of complex related tasks, training of entry level operators, and may be responsible for supervising other data entry staff.
- Work is performed under the general supervision of a higher level employee.

### EXAMPLES OF WORK PERFORMED

- Performs involved work methods and procedures in accordance with a working knowledge of local criminal justice system procedures.
- Independently assembles and organizes varied material for system input.
- Types or keys information into the system through the use of a personal computer.
- Operates associated peripherals.
- Inputs system queries and interprets retrieval replies.
- Verifies data input.
- Determines client's eligibility for equipment information accessibility.
- Trains entry level operators.
- Supervises other data entry personnel.
- Accomplishes department and organization mission by completing related results as needed

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school, three years experience in data entry, or an equivalent combination of training and experience.
- An equivalent diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

# AUTOMATED SYSTEMS ASSISTANT I

5441

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5441	Inc	75	83	\$2,600.00	\$6,496.93	\$31,200.00	\$77,963.16

## DISTINGUISHING CHARACTERISTICS OF WORK

- This is responsible work in data processing and related activities in a Public Defender office.
- An employee in a position allocated to this class is responsible for work assignments involving electronic data processing equipment operations, programming, data entry, and user support.
- Work is performed under the general supervision of a higher level employee and is reviewed periodically for conformance with instructions and written procedures.

## EXAMPLES OF WORK PERFORMED

- Assembles and organizes material for data input and retrieval;
- Performs periodic backup of system and user data, maintenance of storage media, and other operational duties as assigned;
- Performs preventive maintenance, cleaning, setup, removal, and transportation of service of peripheral devices;
- Enters, organizes and maintains word processing documents and provides assistance to word processing and other system users;
- Sets up queries, produces reports and interprets results for formats.
- Inputs procedure statements, program code, and screen formats;
- Prepares program designs and diagrams using flow charts, pseudo code and similar techniques;
- Codes, modifies, tests and documents programs;
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.

## MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and three years of experience in operating electronic data processing equipment, including familiarity with computer systems operation, computer languages, and software utilization, or graduation from a two-year college or trade school

with data processing related course work and one year of experience, or an equivalent combination of training and experience.

- An equivalent diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## AUTOMATED SYSTEMS ASSISTANT II

5442

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5442	Inc*	77	83	\$2,600.00	\$7,016.31	\$31,200.00	\$84,195.72

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is responsible work in data processing and related activities in a Public Defender office.
- An employee in a position allocated to this class is responsible for work assignments involving computer equipment, computer operations, programming, and user support.
- Work is performed under the general supervision of a higher level employee for the achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- Performs periodic backup of system and user data, maintenance of storage media, and other operational duties as assigned.
- Performs system problem resolution, error tracing, start up and shut down when needed.
- Performs preventive maintenance, cleaning, setup, removal, and transportation for service of peripheral devices.
- Sets up queries, produces reports and interprets results for users.
- Creates procedure statements, program codes, screen and report formats.
- Prepares program designs and diagrams using flow charts, pseudo code and similar techniques.
- Codes, modifies, tests and documents programs.
- May assign, coordinate, and review the activities of other data processing personnel.
- May consult with administrative and operating personnel concerning new program development.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and four years of experience in operating computer equipment, including familiarity with computer systems operation, computer languages, and software utilization or graduation from a two-year college or trade school with data

processing related course work and two years of experience, or an equivalent combination of training and experience.

- An equivalent diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## AUTOMATED SYSTEMS SPECIALIST

5443

<b>Class Code</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Pay Plan</b>	<b>Monthly Minimum</b>	<b>Monthly Maximum</b>	<b>Annual Minimum</b>	<b>Annual Maximum</b>
5443	Inc*	78	83	\$2,600.00	\$7,966.52	\$31,200.00	\$95,598.24

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is highly responsible work in data processing and related activities in a Public Defender office.
- An employee in a position allocated to this class is responsible for work assignments involving electronic data processing equipment, operations, programming, and user support.
- Work is performed under the general supervision of a higher-level employee for the achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- Analyzes and recommends commercial systems and applications and makes recommendations concerning new program development, hardware and software acquisition.
- Assists with the installation and setup of automated systems.
- Designs, develops, modifies, and implements automated systems and applications including in-house programming.
- Prepares program designs and diagrams using flow charts, pseudo code and similar techniques.
- Creates procedure statements, program codes, screen and report formats.
- Codes, modifies, tests and documents programs.
- Sets up queries, produces reports and interprets results for users.
- Enters, organizes and maintains word processing documents and provides assistance to word processing and other system users.
- Performs system problem resolution, error tracing, start up and shut down when needed.
- Performs periodic backup of system and user data, maintenance of storage media, and other operations duties as assigned.
- Performs preventive maintenance, cleaning, setup, removal, and transportation for service of peripheral devices.
- May assign, coordinate, and review the activities of other data processing personnel.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)



### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and five years of experience in operating electronic data processing equipment, including familiarity with computer systems operations, computer languages, and software utilization, or graduation from a two-year college or trade school with data processing related course work and three years of experience, or an equivalent combination of training and experience.
- An equivalent diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## INFORMATION TECHNOLOGY TECHNICIAN

5444

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5444	Inc	78	83	\$2,600.00	\$7,966.52	\$31,200.00	\$95,598.24

### DISTINGUISHING CHARACTERISTICS OF WORK

- This position requires an understanding of computer systems, mobile devices and other tech devices.
- An employee in this position needs the ability to walk user through problem solving process and perform remote troubleshooting through diagnostic techniques and pertinent questions.
- Working knowledge of office automation products, remote control and Microsoft Office products.
- An employee needs to be able to provide accurate information on IT products and services.
- Work is performed under the general supervision of a higher-level employee for the achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- Analyzes and recommends commercial systems and applications and makes recommendations concerning new program development, hardware and software acquisition.
- Assists with the installation and setup of automated systems.
- Designs, develops, modifies, and implements automated systems and applications including in-house programming.
- Prepares program designs and diagrams using flow charts, pseudo code and similar techniques.
- Creates procedure statements, program codes, screen and report formats.
- Codes, modifies, tests and documents programs.
- Sets up queries, produces reports and interprets results for users.
- Enters, organizes and maintains word processing documents and provides assistance to word processing and other system users.
- Performs system problem resolution, error tracing, startup and shut down when needed.
- Performs periodic backup of system and user data, maintenance of storage media, and other operations duties as assigned.
- Performs preventive maintenance, cleaning, setup, removal, and transportation for service of peripheral devices.
- May assign, coordinate, and review the activities of other data processing personnel.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

#### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and five years of experience in operating electronic data processing equipment, including familiarity with computer systems operations, computer languages, and software utilization, or graduation from a two-year college or trade school with data processing related course work and three years of experience, or an equivalent combination of training and experience.
- An equivalent diploma issued by a state department of education may be substituted for high school graduation.

## DATABASE ADMINISTRATOR

5450

<b>Class Code</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Pay Plan</b>	<b>Monthly Minimum</b>	<b>Monthly Maximum</b>	<b>Annual Minimum</b>	<b>Annual Maximum</b>
5450	Inc	79	83	\$2,600.00	\$8,543.79	\$31,200.00	\$102,525.48

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is an advanced level, complex and highly specialized full-time information technology position.
- An employee in a position allocated to this class performs a variety of complex duties that are specialized in nature, such as designing and running queries in Microsoft SQL, Crystal Reports, and other database technologies.
- An employee in this position troubleshoots and diagnoses issues with databases and software applications. The employee will be expected to perform work independently, reviewing, configuring, and making recommendations as to system database software changes. The duties of this position require the candidate to work in the office.
- Work is performed under the general supervision of the IT Director and is reviewed through reports and conferences.

### EXAMPLES OF WORK PERFORMED

- Designs and run SQL queries.
- Create reports using Crystal Reports.
- Database form management.
- Make database configuration and security changes.
- Train users on database and other software.
- Communicate with users to make improvements and corrections to applications.
- Create and remove users and specify user access levels to database.
- Ensure data entry accuracy.
- Make recommendations to the IT Director on quality improvements.
- Report database statistics.
- Position may require periodic after hours work in support of database application.
- Other duties as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### MINIMUM TRAINING AND EXPERIENCE

- Knowledge of Microsoft SQL is essential for this position.
- Knowledge of Crystal Reports.
- Knowledge of Microsoft Word.

- Ability to think logically and to analyze and solve problems; write and test programs. Ability to interpret technical information relating to data processing; perform mathematical calculations.
- Ability to communicate technical data processing information effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Ability to maintain accuracy, paying special attention to detail is of utmost importance.
- Ability to plan, organize and coordinate work assignments.
- Graduation from high school with a minimum of one (1) year experience in computer operations, including but not limited to Microsoft SQL, Crystal Reports, and Microsoft Word.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

**CRIMINAL JUSTICE INFORMATION SYSTEM COORDINATOR 5455-83,  
5459-88**

<b>Class Code</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Pay Plan</b>	<b>Monthly Minimum</b>	<b>Monthly Maximum</b>	<b>Annual Minimum</b>	<b>Annual Maximum</b>
5455	Inc*	82	83	\$2,934.53	\$11,975.18	\$35,214.40	\$143,702.16
5459	Inc*	105	88	\$3,129.08	\$12,760.80	\$37,548.96	\$153,129.60

**DISTINGUISHING CHARACTERISTICS OF WORK**

- This is highly responsible work coordinating the flow of criminal justice information among local and state agencies within a Judicial Circuit. Coordination shall consist of providing leadership, assessments, and professional advice concerning information resources to member agencies in their effort to create an integrated Criminal Justice Information System (CJIS), supported by a heterogeneous computer network.
- The employee shall interact with officials in Tallahassee on behalf of the local CJIS community. Duties include administering the procurement, installation and operation of interfacing systems, such as message switchers.
- Work is performed under the general supervision of the Public Defender and is reviewed for achievement of desired results.

**EXAMPLES OF WORK PERFORMED**

- Creates and maintains a master data element dictionary for the Criminal Justice Information System (CJIS);
- Administers periodic meetings with the CJIS Management Council;
- Performs duties assigned by the Council, such as work flow studies, financial reports, procurement duties, and record keeping;
- Plans, obtains and administers the use of hardware and software products which permit interagency information exchanges;
- Provides a medium for exchange of concepts between agencies;
- Provides organizational support to enact the decisions of the CJIS Council;
- Creates and maintains a master plan for the development of a circuit-wide Criminal Justice Information System.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

## MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university with a degree in data processing or criminal justice and three years of experience in a field related to the application of information technology to the criminal justice system; or seven years experience in a field related to the application of information technology to the criminal justice system or an equivalent combination of training and experience.
- An equivalent diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

# AUTOMATED SYSTEMS TRAINING SPECIALIST

5465

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5465	Inc*	77	83	\$2,600.00	\$7,016.31	\$31,200.00	\$84,195.72

## DISTINGUISHING CHARACTERISTICS OF WORK

- This is highly responsible work in training all personnel in the Public Defender's office in the use of automated systems.
- Work is performed under the general supervision of a higher level employee and is reviewed for the achievement of desired results.

## EXAMPLES OF WORK PERFORMED

- Trains all personnel in the use of automated systems in the office environment. Researches and solves specific word processing problems and needs.
- Acts as liaison between the data processing department and computer users to communicate new computer requirements and problem solutions.
- Supervises special office projects related to manual and computer record maintenance.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

## MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and five years of secretarial or training experience, two (2) years of which shall include experience operating data/word processing systems or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023



## NETWORK ADMINISTRATOR

5470-83, 5480-88

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5470	Inc*	81	83	\$2,773.33	\$10,999.58	\$33,280.00	\$131,994.96
5480	Inc*	104	88	\$2,821.31	\$12,760.80	\$33,855.72	\$153,129.60

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is highly responsible work in the management of a computer system and related activities in a Public Defender's office and requires knowledge of computer concepts, operating systems, system hardware and software.
- An employee in a position allocated to this class is responsible for job functions involving computer systems and equipment, including hardware and software, data communications, programming, and user support.
- Work is performed under the supervision of a higher level employee and is reviewed for the achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- Coordinates and directs all activities related to the computer system.
- Designs, develops, modifies, and implements automated systems and applications including in-house programming.
- Analyzes and recommends commercial systems and applications and makes recommendations concerning new program development, hardware and software acquisition.
- Contacts and consults with vendors in the acquisition and/or bid process. Prepares bid specifications as needed.
- Develops a thorough understanding of system development, including efficient utilization of all hardware and software resources and keeps abreast of applicable technology developments.
- Assists with the installation and setup of automated systems.
- Issues and updates user manuals or memoranda.
- Trains personnel in the use of automated systems and applications including: setup, backup, maintenance, software utilization, communications software, and networking.
- Performs system problem resolution, error tracing, start up and shut down.
- Maintains hardware, software and storage media including periodic backup of systems and user data.
- Acts as network administrator to include all aspects of network support, maintenance, security, setup, backup and design.
- Serves as liaison with other automated systems personnel in other agencies and represents the Public Defender office on local or state levels concerning new programs.

- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

#### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year university with computer related course work and one year of experience in operating computer based equipment including familiarity with computer languages, programming techniques, networking and software utilization, or an equivalent combination of training and experience.

## AUTOMATED SYSTEMS DIRECTOR

5475-83, 5479-88

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5475	Inc*	81	83	\$2,773.33	\$10,999.58	\$33,280.00	\$131,994.96
5479	Inc*	104	88	\$2,821.31	\$12,760.80	\$33,855.72	\$153,129.60

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is highly responsible work in the management of a computer system and related activities in a Public Defender's office and requires knowledge of computer concepts, operating systems, system hardware and software.
- An employee in a position allocated to this class is responsible for job functions involving computer systems and equipment, including hardware and software, data communications, programming, and user support.
- Work is performed under the supervision of a higher level employee and is reviewed for the achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- Coordinates and directs all activities related to the computer system.
- Designs, develops, modifies, and implements automated systems and applications including in-house programming.
- Analyzes and recommends commercial systems and applications and makes recommendations concerning new program development, hardware and software acquisition.
- Contacts and consults with vendors in the acquisition and/or bid process. Prepares bid specifications as needed.
- Develops a thorough understanding of system development, including efficient utilization of all hardware and software resources and keeps abreast of applicable technology developments.
- Assists with the installation and setup of automated systems.
- Issues and updates user manuals or memoranda.
- Trains personnel in the use of automated systems and applications including: setup, backup, maintenance, software utilization, communications software, and networking.
- Performs system problem resolution, error tracing, start up and shut down.
- Maintains hardware, software and storage media including periodic backup of systems and user data.
- Acts as network administrator to include all aspects of network support, maintenance, security, setup, backup and design.
- Serves as liaison with other automated systems personnel in other agencies and represents the Public Defender office on local or state levels concerning new programs.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

#### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year university with computer related course work and one year of experience in operating computer based equipment including familiarity with computer languages, programming techniques, networking and software utilization, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## PARALEGAL I

5511

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5511	Inc	75	83	\$2,600.00	\$6,496.93	\$31,200.00	\$77,963.16

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is responsible paralegal work in providing assistance in a Public Defender office.
- An employee in a position allocated to this class is responsible for performing responsible paralegal assignments in support of a higher level employee. The knowledge and skills to perform the duties of this class include knowledge of legal terminology, substantive law, and legal procedures; ability to conduct fact-finding interviews; ability to research legal documents and legal references; and ability to perform legal writing and communicate effectively.
- Work is performed under the general supervision of a higher-level employee and is reviewed through reports and conferences for the achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- Analyzes, selects, compiles and summarizes information on statutes, legal decisions, opinions, rulings, memoranda or other legal material for internal use.
- Examines and analyzes complaints and evidence of alleged or suspected violations of laws or regulations in accordance with applicable laws, regulations, rules, precedents or policies.
- Examines legal instruments or other documents to assure completeness of information and conformance to pertinent laws, rules, regulations, precedents or office requirements.
- Interviews and takes sworn affidavits from citizens or police officers and recommends possible course of action to superiors.
- Assists in case preparation.
- Assists in selecting, assembling, and summarizing information on legal instruments and specific legal subjects.
- Conducts legal research as directed.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from either an accredited college, legal assistant or paralegal course and one year of progressively responsible legal assistant experience; or graduation from high school and three years of progressively responsible legal assistant experience, or an equivalent combination of training and experience.

- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## PARALEGAL II

5512

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5512	Inc	77	83	\$2,600.00	\$7,016.31	\$31,200.00	\$84,195.72

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is responsible paralegal work in providing assistance in a Public Defender office.
- An employee in a position allocated to this class is responsible for independently performing responsible paralegal assignments in support of a higher level employee. The knowledge and skills to perform the duties of this class include knowledge of legal terminology, substantive law, and legal procedures; ability to conduct fact-finding interviews; ability to research legal documents and legal references; and ability to perform legal writing and communicate effectively.
- Work is performed under the limited supervision of a higher-level employee and is reviewed through reports and conferences for the achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- Analyzes, selects, compiles and summarizes information on statutes, legal decisions, opinions, rulings, memoranda or other legal material for internal use.
- Examines and analyzes complaints and evidence of alleged or suspected violations of laws or regulations in accordance with applicable laws, regulations, rules, precedents or policies.
- Examines legal instruments or other documents to assure completeness of information and conformance to pertinent laws, rules, regulations, precedents or office requirements.
- Interviews and takes sworn affidavits from citizens or police officers and recommends possible course of action to superiors.
- Assists in case preparation.
- Assists in selecting, assembling, and summarizing information legal instruments and specific legal subjects.
- Conducts legal research as directed.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from either an accredited college legal assistant or paralegal course and three years of progressively responsible legal assistant experience; or graduation from high

school and five years of progressively responsible legal assistant experience, or an equivalent combination of training and experience.

- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023



## PARALEGAL III

5513

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5513	Inc	78	83	\$2,600.00	\$7,966.52	\$31,200.00	\$95,598.24

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is responsible paralegal work in providing assistance in a Public Defender office.
- An employee in a position allocated to this class is responsible for independently performing responsible paralegal assignments in support of a higher level employee, and may be assigned supervision responsibilities. The knowledge and skills to perform the duties of this class include knowledge of legal terminology, substantive law, and legal procedures; ability to conduct fact-finding interviews; ability to research legal documents and legal references; and ability to perform legal writing, communicate effectively and plan, organize and coordinate work assignments.
- Work is performed under the limited supervision of a higher level employee and is reviewed through reports and conferences for the achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- Analyzes, selects, compiles, and summarizes information on statutes, legal decisions, opinions, rulings, memoranda or other legal material for internal use.
- Examines and analyzes complaints and evidence of alleged or suspected violations of laws or regulations in accordance with applicable laws, regulations, rules, precedents, or policies.
- Examines legal instruments or other documents to assure completeness of information and conformance to pertinent laws, rules, regulations, precedents or office requirements.
- Interviews and takes sworn affidavits from citizens or police officers and recommends possible course of action to superiors.
- Assists in case preparation.
- Assists in selecting, assembling, and summarizing information legal instruments and specific legal subjects.
- Conducts legal research as directed.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from either an accredited college legal assistant or paralegal course and seven years of progressively responsible legal assistant experience; or graduation from high school and ten years of progressively responsible legal assistant experience, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## PARALEGAL SUPERVISOR

5515

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5515	Inc*	79	83	\$2,600.00	\$8,543.79	\$31,200.00	\$102,525.48

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is supervisory work directing the activities of paralegals and/or paralegal staff in a Public Defender Office.
- An employee in a position allocated to this class is responsible for directing the work of paralegals and/or paralegal staff, including case assignments, work product review, and overall job performance. The knowledge and skills to perform the duties of this class include knowledge of legal terminology, substantive law, and legal procedures; ability to conduct fact-finding interviews; ability to research legal documents and legal references; ability to perform legal writing; ability to communicate effectively, plan, organize and coordinate work assignments; and ability to establish and maintain effective working relationships with others.
- Work is performed under the limited supervision of a higher level employee and is reviewed through reports and conferences for the achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- Assigns cases and reviews staff work product for accuracy and thoroughness.
- Provides general supervision of staff by making special assignments, assisting with case problems, and planning schedules of activities.
- Plans and holds regular and special conferences with employees to provide guidance and technical assistance in the performance of their duties.
- Provides casework supervision and program direction, recommends the hiring, discharge, promotion, discipline or rewarding of subordinate employees.
- Analyzes, selects, compiles, and summarizes information on statutes, legal decisions, opinions, rulings, memoranda or other legal material for internal use.
- Examines and analyzes complaints and evidence of alleged or suspected violations of laws or regulations in accordance with applicable laws, regulations, rules, precedents, or policies.
- Examines legal instruments or other documents to assure completeness of information and conformance to pertinent laws, rules, regulations, precedents or office requirements.
- Interviews and takes sworn affidavits from citizens or police officers and recommends possible course of action to superiors.
- Assists in case preparation.
- Assists in selecting, assembling, and summarizing information legal instruments and specific legal subjects.
- Conducts legal research as directed.

- Accomplishes department and organization mission by completing related tasks as needed.  
(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

#### MINIMUM TRAINING AND EXPERIENCE

- Graduation from either an accredited college legal assistant or paralegal course and eight years of progressively responsible legal assistant or paralegal experience; or graduation from high school and ten years of progressively responsible legal assistant or paralegal experience, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## DISPOSITION SPECIALIST I

5571

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5571	Inc	75	83	\$2,600.00	\$6,496.93	\$31,200.00	\$77,963.16

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is entry level work providing for the delivery of defense-focused disposition services to Public Defender clients.
- An employee in a position allocated to this class is responsible for interviewing clients; assisting with institutional release procedures, assisting in the preparation, presentation and disposition of cases, and providing assistance and counseling services for clients.
- Work is performed at the directions of and under the close supervision of a higher level employee and is reviewed through conferences and reports for the achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- Assists in the early disposition of cases prior to arraignment.
- Facilitates negotiation and settlement of cases.
- Arranges custody releases.
- Devises appropriate treatment plans to be presented to the Courts as alternatives to incarceration.
- Develops plans and arranges for habilitative or rehabilitative counseling and direct services.
- Interviews clients, refers clients to appropriate resources, and facilitates access to resources.
- Assists in pre-sentence, post-sentence, penalty phase, and other investigations.
- Gathers information about the client's family, education, social, employment, military, and treatment history.
- Identifies and outlines background information for use by experts.
- Assesses treatment options and provides disposition and treatment recommendations.
- Locates and develops community services to meet client needs, and maintains up-dated resource manual.
- Provides psychological histories, diagnostic impressions, and makes referrals for crisis counseling.
- Secures psychiatric, psychological and neurological evaluations from consultants.
- Prepares psychosocial evaluations.
- Provides information about community resources and correctional institutions to the Courts and attorneys.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of various types of work performed in position allocated to this class. 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.)

#### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university with course work in a social or behavioral science, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

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## DISPOSITION SPECIALIST II

5572

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5572	Inc*	77	83	\$2,600.00	\$7,016.31	\$31,200.00	\$84,195.72

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is professional or supervisory work providing for the delivery of defense-focused disposition services to Public Defender clients.
- Duties include performing detailed case management and complex casework; making referral services for specialized treatment available within the community; and maintaining liaison with the Courts and local law enforcement, civic and other social agencies; interviewing clients, assisting with institutional release procedures, assisting in the preparation, presentation, and disposition of cases, and providing assistance and counseling services for Public Defender clients with physical, mental, or developmental behavioral health issues.
- Work is performed at the directions of and under the general supervision of a higher level employee and is reviewed through case analysis and reports for results obtained.

### EXAMPLES OF WORK PERFORMED

- Performs all duties and expectations of a Disposition Specialist I.
- Assists with training and coordinating the activities of Disposition Specialists.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university with major course work in social or behavioral science and one year of professional experience in a social or rehabilitative services program; or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## DISPOSITION SPECIALIST III

5573

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5573	Inc*	78	83	\$2,600.00	\$7,966.52	\$31,200.00	\$95,598.24

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is professional and/or supervisory work providing for the delivery of defense-focused disposition services to Public Defender clients.
- Duties may include staffing cases with an attorney and/or other disposition specialist, interviewing and assessing clients, gathering collateral psychosocial information, researching the current diagnostic and treatment literature, making referrals to forensic experts, making referrals to treatment providers, developing and presenting treatment plans, developing and presenting alternative sentencing proposals, developing and presenting mitigation packages, assisting in the development of, training plans and materials for disposition specialists, and maintaining positive working relationships with forensic experts, judges and court personnel, jail staff, community providers, and civic and social service agencies.
- Work is performed under the general supervision of a higher level employee and is reviewed through case analysis and reports for results obtained.

### EXAMPLES OF WORK PERFORMED

- Perform all duties and expectations of a Disposition Specialist I & II.
- Staff cases with attorneys and others, as needed.
- Gather psychosocial information, including interviewing people with relevant personal information and obtaining school, work, military, medical and psychological/psychiatric records and prior treatment, rehabilitative, or habilitative history.
- Develop client life line (relevant psychosocial history in time line format).
- Research current relevant diagnostic and treatment literature.
- Develop or assist in the development of a Disposition Services Training/Resource Manual.
- Develop or assist in the development of resources, such as lists of providers, with contact information, admission criteria, etc.
- Train or assist in the training of new disposition specialist and staff cases with new and experienced disposition specialist.
- Develop or assist in developing office-wide training to maintain or improve outcomes for clients with physical, mental or developmental disturbances.
- Act as an ambassador for the office with community agencies and programs.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited college or university with a master’s degree in social work, psychology, mental health counseling or a related field and at least one year of professional experience, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

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## DISPOSITION SPECIALIST SUPERVISOR

5575

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5575	Inc*	79	83	\$2,600.00	\$8,543.79	\$31,200.00	\$102,525.48

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is supervisory work directing the activities of a unit providing defense-focused disposition services to Public Defender clients.
- An employee in a position allocated to this class is responsible for supervising a professional staff providing defense-focused disposition services to Public Defender clients. Duties also include planning, organizing, and directing the activities of a disposition specialist unit; case assignment and review; and insuring compliance with established policies, procedures, and guidelines; and carrying a disposition specialist caseload.
- Work is performed under the general supervision of a higher level employee and is reviewed through reports and conferences for achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- Performs all duties and expectations of a Disposition Specialist I-III.
- Provides general supervision of staff within the unit by making special assignments, assisting with case problems, and planning schedules of activities.
- Holds regular and special conferences with employees to provide guidance and technical assistance in the performance of their duties.
- Provides casework supervision and program direction to unit staff and recommends the hiring, discharge, promotion, discipline or rewarding of subordinate employees.
- Assigns cases and reviews comprehensive assessments, court reports, investigative reports, and plans for completeness and compliance with policies and standards.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited college or university with a master's degree in social work, psychology, mental health counseling, or a related field and at least one year of professional experience, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## WITNESS COORDINATOR I

5581

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5581	Inc	76	83	\$2,600.00	\$6,753.35	\$31,200.00	\$81,040.20

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is varied and responsible work acting as a liaison between witnesses, the Public Defender Office, State Attorney Office, and court personnel involved in criminal cases.
- Work is performed under the general supervision and is reviewed upon completion for achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- Maintains current information relative to the whereabouts of each witness.
- Contacts witnesses to confirm appointments, depositions, or court appearances. Places witnesses on standby and maintains contact as appropriate to keep them advised of their status.
- Documents all client and witness contact.
- Intervenes with employers on behalf of witnesses who request assistance.
- Monitors witness addresses to avoid un-served subpoenas and duplicate issuance.
- Provides individual attention to witnesses who may be reluctant, hesitant, or afraid of the judicial system. Explains nature of specific cases.
- Arranges transportation for out-of-town witnesses.
- Accompanies drivers to pick up witnesses that require special handling.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from a two-year college program with major work in the area of social science or criminal justice, or an equivalent combination of training and experience in social services and criminal justice.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## WITNESS COORDINATOR II

5582

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5582	Inc	77	83	\$2,600.00	\$7,016.31	\$31,200.00	\$84,195.72

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is responsible and independent work acting as a liaison between witnesses, the Public Defender Office, State Attorney Office, judicial offices and court personnel involved in criminal cases.
- Work is performed with considerable independence and is reviewed upon completion for achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- Performs all duties and expectations of a Witness Coordinator I.
- Interviews witnesses in sensitive areas and other areas likely to be inquired into by prosecution, and counsels witnesses concerning their legal rights, under the direct supervision of an attorney.
- Submits to attorneys a complete analysis of the reliability and credibility of witnesses, the weaknesses of the case caused by inability or reluctance of witnesses to testify, and advises and assists the witness throughout the criminal justice process.
- Acts as a liaison between the Public Defender's office and witnesses. Explains to witnesses the purpose of their being subpoenaed and the importance of being available for trial on the date they are to appear.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college program with major work in the area of social science or criminal justice, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## WITNESS COORDINATOR III

5583

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5583	Inc*	78	83	\$2,600.00	\$7,966.52	\$31,200.00	\$95,598.24

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is highly independent and specialized work acting as a liaison between witnesses, the Public Defender Office, State Attorney Office, judicial offices and court personnel involved in criminal cases. This position may also include supervision of other witness coordination staff.
- Work is performed with considerable independence and is reviewed upon completion for achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- Performs all the duties of a Witness Coordinator I and II.
- Works with special incident cases (e.g., sexual battery, murder, etc.)
- Acts as the primary emotional support for witnesses and offers guidance to them during the criminal justice process. Assesses need levels of witnesses and offers community resources when appropriate.
- Receives attorney and investigator case files and makes contact with witnesses to interview and take sworn statements or affidavits.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college program with major work in the area of social science or criminal justice, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## PROCESS SERVER

5610

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5610	Inc	74	83	\$2,600.00	\$6,299.64	\$31,200.00	\$75,595.68

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is responsible work in processing and serving subpoenas for a Public Defender office.
- An employee in a position allocated to this class is responsible for locating witnesses and serving subpoenas.
- Work is performed under the general supervision of a higher level employee and is reviewed through periodic conferences and personal reports for achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- Processes and serves subpoenas.
- Locates witnesses who have moved or are hostile and trying to avoid being served.
- Arranges for transportation of out-of-town witnesses and secures lodgings when required.
- Assists in performing routine investigations when required.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and one year of law enforcement investigation or related experience or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

# MITIGATION SPECIALIST I

5641

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5641	Inc	76	83	\$2,600.00	\$6,753.35	\$31,200.00	\$81,040.20

## DISTINGUISHING CHARACTERISTICS OF WORK

- This is specialized work in the Public Defender’s Office requiring death penalty case investigation and penalty phase preparation.
- The work is conducted under the direct supervision of a senior level Assistant Public Defender death penalty litigator.

## EXAMPLES OF WORK PERFORMED

- Conducting a thorough social history investigation, to include personal attributes, family and home environment, religious affiliations, health factors, including medical impairments and history of abuse, mental status and history, special abilities and contributions to society, factors that may have contributed to the defendant’s judgment at the time of the offense, and any other factors that may mitigate against the imposition of the death penalty.
- Conducting exhaustive review of records and documents, including birth, medical, military, psychological and psychiatric, school, social service, criminal and court supervision, employment, housing, marriage and divorce, adoption and all other records deemed relevant.
- Identifying factors that require expert evaluations.
- Assisting in locating appropriate experts.
- Providing background information and material, in an organized outline form if necessary, to the defense team and experts.
- Consulting with attorney(s) to develop case strategies, assuring coordination of strategies for the guilt-innocence phase with the penalty phase of the trial.
- Identifying potential penalty phase witnesses. Conducting in dept interviews with all potential witnesses, including but not limited to family members, friends, associates, educators, employers and co-workers, law enforcement, probation and parole officers, attorneys and paralegal, medical and mental health professionals, neighbors and landlords, religious contacts and other collateral sources identified by potential witnesses.
- Assisting the defense team in plea negotiations that may involve sentences other than the death penalty.
- Working with the client and the client’s family while the case is pending.
- Performing other investigator duties as required.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of various types of work performed in positions allocated to this class. The omission of specific statements of duties does not

exclude them from the position if the work is similar, related, or a logical assignment for the position.)

#### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four year college or university with course work in social work, mental health counseling, criminology, psychology, behavioral sciences or a related field and two years of related professional experience, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023



## MITIGATION SPECIALIST II

5642

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5642	Inc	79	83	\$2,600.00	\$8,543.79	\$31,200.00	\$102,525.48

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is specialized work in the Public Defender's Office requiring death penalty case investigation and penalty phase preparation.
- The work is conducted under the direct supervision of a senior level Assistant Public Defender death penalty litigator.

### EXAMPLES OF WORK PERFORMED

- Conducting a thorough social history investigation, to include personal attributes, family and home environment, religious affiliations, health factors, including medical impairments and history of abuse, mental status and history, special abilities and contributions to society, factors that may have contributed to the defendant's judgment at the time of the offense, and any other factors that may mitigate against the imposition of the death penalty.
- Conducting exhaustive review of records and documents, including birth, medical, military, psychological and psychiatric, school, social service, criminal and court supervision, employment, housing, marriage and divorce, adoption and all other records deemed relevant.
- Identifying factors that require expert evaluations.
- Assisting in locating appropriate experts.
- Providing background information and material, in an organized outline form if necessary, to the defense team and experts.
- Consulting with attorney(s) to develop case strategies, assuring coordination of strategies for the guilt-innocence phase with the penalty phase of the trial.
- Identifying potential penalty phase witnesses. Conducting in dept interviews with all potential witnesses, including but not limited to family members, friends, associates, educators, employers and co-workers, law enforcement, probation and parole officers, attorneys and paralegal, medical and mental health professionals, neighbors and landlords, religious contacts and other collateral sources identified by potential witnesses.
- Assisting the defense team in plea negotiations that may involve sentences other than the death penalty.
- Working with the client and the client's family while the case is pending.
- Training and assisting in coordinating the efforts of Paralegals and Mitigation Specialist I.
- Cultivating professional relationships with individuals associated with community agencies and programs, and acting as an ambassador for the office.
- Performing other investigator duties as required.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment for the position.)

#### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four year college or university with major course work in social work, mental health counseling, criminology, psychology, behavioral sciences or a related field and three years of professional experience, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## MITIGATION SPECIALIST III

5643-83, 5648-88

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5643	Inc	81	83	\$2,773.33	\$10,999.58	\$33,280.00	\$131,994.96
5648	Inc	104	88	\$2,821.31	\$12,760.80	\$33,855.72	\$153,129.60

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is specialized work in the Public Defender's Office requiring death penalty case investigation and penalty phase preparation.
- The work is conducted under the direct supervision of a senior level Assistant Public Defender death penalty litigator.

### EXAMPLES OF WORK PERFORMED

- Conducting a thorough social history investigation, to include personal attributes, family and home environment, religious affiliations, health factors, including medical impairments and history of abuse, mental status and history, special abilities and contributions to society, factors that may have contributed to the defendant's judgment at the time of the offense, and any other factors that may mitigate against the imposition of the death penalty.
- Conducting exhaustive review of records and documents, including birth, medical, military, psychological and psychiatric, school, social service, criminal and court supervision, employment, housing, marriage and divorce, adoption and all other records deemed relevant.
- Identifying factors that require expert evaluations.
- Assisting in locating appropriate experts.
- Providing background information and material to experts to enable them to perform competent and reliable evaluations. Supervising the documentation of the background information in outline form.
- Consulting with attorney(s) to develop case strategies, assuring coordination of strategies for the guilt-innocence phase with the penalty phase of the trial.
- Identifying potential penalty phase witnesses. Conducting in dept interviews with all potential witnesses, including but not limited to family members, friends, associates, educators, employers and co-workers, law enforcement, probation and parole officers, attorneys and paralegal, medical and mental health professionals, neighbors and landlords, religious contacts and other collateral sources identified by potential witnesses.
- Assisting the defense team in plea negotiations that may involve sentences other than the death penalty.
- Training, supervising and assisting in coordinating the efforts of the defense team, specifically mitigation specialists, paralegals, and investigators.
- Cultivating professional relationships with individuals associated with community agencies and programs, and acting as an ambassador for the office.

- Creating and/or coordinating the development of a capital mitigation training/resource manual.
- Working with the client and the client's family while the case is pending.
- Performing other investigator duties as required.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment for the position.)

#### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited college or university with a master's degree in social work, mental health counseling, criminology, psychology, behavioral sciences or a related field and four years of professional experience, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

# INVESTIGATOR TRAINEE

5660

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5660	Inc	75	83	\$2,600.00	\$6,496.93	\$31,200.00	\$77,963.16

## DISTINGUISHING CHARACTERISTICS OF WORK

- This is entry level work in a Public Defender office in conducting investigations of cases.
- An employee in a position allocated to this class performs entry level work assisting in investigations of felony, misdemeanor, juvenile, and other assigned cases.
- Work is performed under the close supervision of a higher level employee and is reviewed through reports and personal conferences for achievement of desired results.

## EXAMPLES OF WORK PERFORMED

- Assists in conducting crime scene investigations after-the-fact to gather evidence and take pictures for use in court.
- Performs initial interviews of newly appointed clients.
- Gather client or witness history (i.e. criminal, medical, educational, attitude, and/or appearance) for defense attorney.
- May conduct line-ups both physical and photographic.
- Assists in developing evidence and taking statements from witnesses in preparing cases.
- May cooperate with and assist various law enforcement agencies in conducting investigations.
- Assists in evaluating and preserving evidence of investigations and reporting findings.
- Testifies in court regarding evaluations of evidence.
- Serves subpoenas.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

## MINIMUM TRAINING AND EXPERIENCE

- Successful completion of two-years of college and one year experience in a criminal justice related field, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

# INVESTIGATOR I

5661

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5661	Inc	78	83	\$2,600.00	\$7,966.52	\$31,200.00	\$95,598.24

## DISTINGUISHING CHARACTERISTICS OF WORK

- This is responsible work in a Public Defender's office conducting investigations of cases.
- An employee in a position allocated to this class is responsible for conducting investigations of felony, misdemeanor, juvenile and other assigned cases.
- Work is performed under the general supervision of a higher level employee and is reviewed through reports and personal conferences for achievement of desired results.

## EXAMPLES OF WORK PERFORMED

- Conducts crime scene investigations after-the-fact to gather evidence and take pictures for use in court.
- Performs initial interviews of newly appointed clients.
- Gather client or witness history (i.e. criminal, medical, educational, attitude, and/or appearance) for defense attorney.
- May conduct line-ups both physical and photographic.
- Develops evidence and takes statements from witnesses in preparing cases.
- May cooperate with and assist various law enforcement agencies in conducting investigations.
- Evaluates and preserves evidence of investigations and reports findings.
- Testifies in court regarding evaluations of evidence.
- Serves subpoenas.
- May transport prisoners.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

## MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university in a criminal justice related field and two years of experience in law enforcement or as an investigator, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## INVESTIGATOR II

5662

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5662	Inc	79	83	\$2,600.00	\$8,543.79	\$31,200.00	\$102,525.48

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is highly responsible work in a Public Defender office conducting investigations of cases; or involving specialized training in the operation of a polygraph or a psychological stress evaluator.
- An employee in a position allocated to this class is responsible for conducting investigations of felony, misdemeanor, juvenile and other assigned cases, or performs the duties of a qualified polygraph examiner or psychological stress evaluator.
- Work is performed under the general supervision of a higher level employee and is reviewed through reports and personal conferences for achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- Conducts crime scene investigation after-the-fact to gather evidence and take pictures for use in court.
- Performs initial interviews of newly appointed clients.
- Gather client or witness history (i.e. criminal, medical, educational, attitude, and/or appearance) for defense attorney.
- May conduct line-ups both physical and photographic
- Assist in securing social information for mitigation specialist.
- Develops evidence and takes statements from witnesses in preparing cases.
- May cooperate with and assist various law enforcement agencies in conducting investigations.
- Operates a polygraph or a psychological stress evaluator, interviews and screens individuals.
- May testify in court regarding evaluations of evidence.
- Serves subpoenas.
- May transport prisoners.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

## MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university in a criminal justice related field and three years of experience in law enforcement or as an investigator and/or successful completion of a polygraph or PSE School, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023



## INVESTIGATOR III

5663

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5663	Inc	80	83	\$2,611.73	\$10,330.84	\$31,340.76	\$123,970.08

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is highly responsible independent or supervisory work in a Public Defender main or branch office, and/or involving specialized training in the operation of a polygraph or psychological stress evaluator.
- An employee in a position allocated to this class is responsible for highly independent or supervisory work in a main or branch office directing the activities of investigators conducting investigations of felony, misdemeanor, juvenile and other assigned cases, or performs the duties of a qualified polygraph examiner or psychological stress evaluator.
- Work is performed under the general supervision of the Chief Investigator or higher level employee and is reviewed through reports and personal conferences for achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- May supervise investigations in a main or branch office.
- Conducts crime scene investigations after-the-fact to gather evidence and take pictures for use in court.
- Performs initial interviews of newly appointed clients.
- Gather client or witness history (i.e. criminal, medical, educational, attitude, and/or appearance) for defense attorney.
- May conduct line-ups both physical and photographic
- Assist in securing social information for mitigation specialist.
- Develops evidence and takes statements from witnesses in preparing cases.
- May cooperate with and assist various law enforcement agencies in conducting investigations.
- Operates a polygraph or a psychological stress evaluator, interviews and screens individuals.
- May testify in court regarding evaluations of evidence.
- Serves subpoenas.
- May transport prisoners.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

#### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university in a criminal justice related field and four years of experience in law enforcement or as an investigator and/or successful completion of a polygraph or PSE School, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## INVESTIGATOR IV

5664-83, 5668-88

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5664	Inc*	81	83	\$2,773.33	\$10,999.58	\$33,280.00	\$131,994.96
5668	Inc*	104	88	\$2,821.31	\$12,760.80	\$33,855.72	\$153,129.60

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is responsible work in a Public Defender's office conducting investigations of cases, also polygraph and psychological stress evaluation examinations. An employee in a position allocated to this class may supervise and conduct investigations of felony, misdemeanor, juvenile, and other assigned cases and may be responsible for supervising other staff.
- Work is performed under the general supervision of a higher level employee and is reviewed through personal contacts and reports for achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- May supervise or conduct crime scene investigations after-the-fact to gather evidence and take pictures for use in court.
- Performs duties classified under Investigator I-III
- Assist in securing social information for mitigation specialist.
- May supervise other staff.
- May assist Chief Investigator to evaluate evidence of investigations, preparation of reports of findings, review evaluations and reports prepared by lower level investigators.
- Assists local and state law enforcement agencies in conducting investigations.
- Operates a polygraph or a psychological stress evaluator, interviews and screens individuals.
- May testify in court as to conclusions and evaluations of evidence, serve subpoenas, may transport prisoners.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university in a criminal justice related field and four years of responsible experience in law enforcement or as an investigator with one year experience in a mid-level management position, or an equivalent combination of training and experience.

- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## CHIEF INVESTIGATOR

5665-83, 5669-88

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5665	Inc*	83	83	\$3,129.08	\$11,975.18	\$37,548.96	\$143,702.16
5669	Inc*	105	88	\$3,129.08	\$12,760.80	\$37,548.96	\$153,129.60

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is responsible supervisory work in a Public Defender office to directing the activities of a staff of investigators conducting investigations of cases, also polygraph and psychological stress evaluation examinations.
- An employee in a position allocated to this class supervises and conducts investigations of felony, misdemeanor, juvenile, and other assigned cases.
- Work is performed under the general supervision of a higher level employee and is reviewed through personal contacts and reports for achievement of desired results.

### EXAMPLES OF WORK PERFORMED

- Supervises and conducts crime scene investigations after-the-fact to gather evidence and take pictures for use in court.
- Performs duties classified under Investigator I-IV.
- Assist in securing social information for mitigation specialist.
- Supervises investigators.
- Evaluates evidence of investigations; prepares reports of findings; reviews evaluations and reports prepared by other investigators.
- Assists local and state law enforcement agencies in conducting investigations.
- May testify in court as to conclusions and evaluations of evidence.
- Serves subpoenas.
- May transport prisoners.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university in a criminal justice related field and four years of responsible experience in law enforcement or as an investigator, one year of which must have been in a supervisory capacity, or an equivalent combination of training and experience.

- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

REVISED: July 1, 2023

## LEGAL TRAINEE

5680

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5680	Inc*	81	83	\$2,773.33	\$10,999.58	\$33,280.00	\$131,994.96

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is entry level work in a Public Defender office assisting an attorney in providing legal counsel and representation.
- An employee in a position allocated to this class performs entry level work involving conducting legal and factual research in evaluating and summarizing the legal aspects of cases to be heard by the court; assisting in preparing case summaries; or assisting an attorney in preparing legal documents, opinions, and preparation of cases or hearings, and may serve as a certified legal intern.
- Work is performed under the close supervision of a Public Defender or Assistant Public Defender.

### EXAMPLES OF WORK PERFORMED

- Trains in the preparation of case summaries, including the review and evaluation of briefs or arguments and court proceedings.
  - Trains in legal research activities.
  - Trains in the preparation of memoranda and reports summarizing findings of research investigations.
  - Assists in conducting legal research in evaluating state statutes and preparing legal opinions.
  - Assists an attorney in preparing trial briefs.
  - May serve as a certified legal intern.
  - Accomplishes department and organization mission by completing related tasks as needed.
- (NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited school of law.

REVISED: July 1, 2023

## MOTOR VEHICLE OPERATOR

5735

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5735	Inc	70	83	\$2,600.00	\$5,328.23	\$31,200.00	\$63,938.76

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is work requiring moderate skill in the operation of small to large automotive vehicles.
- Duties include transporting employees and witnesses, performing minor maintenance on the vehicle and performing physical labor as needed.
- Work is performed under the supervision of a higher level supervisor.

### EXAMPLES OF WORK PERFORMED

- Operates passenger car or van with a maximum seating capacity of 15, transporting employees from parking lots, court, or other remote locations associated with work to various office locations and back.
- Transports witnesses as required.
- Maintains log of passengers per route.
- Performs light vehicle maintenance such as checking and adding fuel, water, and oil; checking brakes; changing tires and cleaning and washing vehicles.
- Makes deliveries and pick-ups upon request.
- Accomplishes department and organization mission by completing related tasks as needed.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

### MINIMUM TRAINING AND EXPERIENCE

- Completion of high school and two years of experience in the operation of motor vehicles, or equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

### NECESSARY SPECIAL REQUIREMENT

Possession of a valid Florida operator's license as required for the type of vehicle operated.

REVISED: July 1, 2023



## GENERAL COUNSEL

5959-88

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5959	Exc	112	88	\$4,166.67	\$17,713.50	\$50,000.04	\$212,562.00

### DISTINGUISHING CHARACTERISTICS OF WORK

The FPDA General Counsel shall represent the FPDA upon request regarding any matter within the purview of the association. The General Counsel shall operate under the supervision of the FPDA Board of Directors, its General Counsel Committee, and the Public Defender in the circuit to which the position is assigned. Functions shall include, but not limited to:

1. Acts as liaison with:
  - a. the Legislative branch, in accordance with applicable Florida Statutes, including representation relating to substantive, procedural and appropriations matters;
  - b. the Judicial branch, including the Office of the State Courts Administrator, Judicial Management Council, Regional Capital Collateral Representatives, Justice Administrative Commission and the Judicial Qualifications Commission;
  - c. the Executive branch, including the Governor's Office, cabinet, Department of Legal Affairs, State Attorneys and the Florida Prosecuting Attorneys' Association;
  - d. The Florida Bar and its relevant sections; and
  - e. all relevant committees, boards and commissions.
2. Advising and representing the FPDA and individual member offices by:
  - a. reviewing PD requests for Attorney General Opinions prior to their submission to the Attorney General;
  - b. litigating on behalf of FPDA, including advice and preparation of pleadings, and
  - c. negotiating, preparing and reviewing contracts or other legal papers.
3. Performs related duties as required.

### MINIMUM TRAINING AND EXPERIENCE

Admission to and a member in good standing with The Florida Bar.

REVISED: July 1, 20233

## DIVISION DIRECTOR I, II and III

5811-83, 5816-88

5812-83, 5817-88

5813-83, 5818-88

Class Code	FLSA	Pay Grade	Pay Plan	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum
5811/5816	Exc	88/113	83/88	\$5,000.00	\$17,713.50	\$60,000.00	\$212,562.00
5812/5817	Exc	89/114	83/88	\$6,250.00	\$17,713.50	\$75,000.00	\$212,562.00
5813/5818	Exc	90/115	83/88	\$7,916.67	\$17,713.50	\$95,000.04	\$212,562.00

### DISTINGUISHING CHARACTERISTICS OF WORK

- This is responsible work in a Public Defender office providing direction and management of a division.
- An employee in a position allocated to this class is responsible for staff supervision; planning; providing advice, counsel and guidance; overseeing work plans, strategies and work product of staff; managing programs and services, developing and implementing policy and procedures, developing and administering budgets, serving as a liaison to other related state agencies and county governments, attending meetings, and performing related administrative functions. The position assists in formulating long range goals for the organization and develops policy and position papers.
- Work is performed under the supervision of the Public Defender.

### EXAMPLES OF WORK PERFORMED

- Conducts general division administration by assisting the public defender, representing the Public Defender's office, planning for coverage during absence of staff, completing special projects and compiling reports.
- Supervises staff, including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations.
- Assists staff with complex cases and system problems, including reviewing and auditing files, conducting meetings with clients or other litigants, evaluating processes, resolving conflicts and making decisions for appropriate action.
- Directs programs and services, ensuring compliance with applicable procedures, policies, regulations and statutes.
- Develops policies and procedures in consultation with senior management to ensure efficient and economical organizational operations; evaluates results to ensure compliance with applicable rules and laws and to identify deficiencies.
- Collaborates with senior management to develop strategic plans and projects; oversees and coordinates implementation of plans to ensure adherence to organizational standards, policies and procedures, and to make adjustments as needed.

- Develops, presents, and defends budget requirements and reviews and approves expenditures for the area of responsibility.
- Manages administrative matters such as preparing complex reports or correspondence, conducting special studies or research, developing and administering training, or providing for staff technical or professional growth.
- Establishes and maintains effective liaison and communication with the Courts, State Attorney, Clerk of the Court, DCA, and other parties relevant to the area of responsibility.
- Attends and/or conducts staff, committee and other professional meetings and conferences to exchange information; attends technical or professional classes, workshops or seminars to improve professional skills.

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

#### MINIMUM TRAINING AND EXPERIENCE

To be determined by the Public Defender.

EFFECTIVE: July 1, 2023