

GENERAL MASTER

CODES/PAY RANGE

Class Code: 3439

EEO Code: B

Pay Grade: C

MAJOR FUNCTION

Responsible professional legal work conducting hearings in domestic relations cases and child support enforcement hearings and making reports and findings and recommendations to the parties and the court.

ILLUSTRATIVE DUTIES

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

Calendars and conducts temporary hearings in domestic relations (Family Law) cases.

Calendars and conducts hearings in post-judgement domestic relations (Family Law) cases.

Calendars and conducts hearings for the establishment, enforcement (including contempt) or modification of child support wherein the party seeing support is receiving services pursuant to Title IV-D of the Social Security Act (42 U.S.C. && 651 et seq.).

Calendars and conducts hearings in non-Title IV-D cases.

Conducts legal research. Takes and evaluates evidence and depositions from witnesses and technical experts.

Performs such other duties as may be assigned by the Chief Judge pursuant to Rules 12.490 and 12.491, Florida Family Law Rules of Procedure. Makes rulings on pre-trial and post judgement motions including discovery, dismissal, or strike.

The general master/child support enforcement hearing officer reports directly to the Chief Judge or designee.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge and ability to interpret and apply Florida statutes and case law concerning child support including chapters 61 and 409, Florida Statutes.

Knowledge and ability to apply child support guidelines and determine appropriate exceptions and modifications.

Knowledge of rules of evidence . Ability to take evidence and depositions.

Ability to work with litigants in stressful situations.

Knowledge of civil procedure. Ability to conduct legal research. Ability to communicate clearly.

MINIMUM QUALIFICATIONS

Possession of a Juris Doctorate degree from an accredited law school. Member of the Florida Bar, with a minimum of five (5) years' experience in the practice of law, one of which must have been in family law.

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend technical and professional journals and manuals; financial reports, letters, memos, abstracts, instructions; legal documents, ordinances and statutes. Ability to perform advanced mathematical functions. Ability to write reports, memos, letters, instructions and procedures. Ability to speak publicly; conversant in theory and practices of discipline; persuasive speaking. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Physical Demands: Sedentary work. Ability to see, hear, talk, finger dexterity.

Environmental Demands: Inside work.

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