



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

COUNTY FUNDED POSITION

Posting Date: November 27, 2018

Priority Cut-off Date: December 10, 2018

POSITION TITLE: Court Program Specialist I
MINIMUM SALARY: \$2,526.67/mo.

DEPARTMENT: Children's Justice Center
PAY GRADE: 16 **POSITION #** 000096

SUMMARY: Perform case management functions and supervise court ordered visitations between parents and children to assist the court in making determinations in the best interests of children involved in Family Law and/or Dependency proceedings.

MINIMUM QUALIFICATIONS: Bachelor's degree in criminal justice, psychology, sociology or a closely related social science field and two years of related experience. **Substitutions:** Master's degree may substitute for the experience. Additional relevant experience may substitute for the recommended education level on a year-to-year basis.

ESSENTIAL DUTIES: Supervise and record court ordered visitations at the CJC while accurately documenting interactions, providing a synopsis of the visitation as well as other pertinent information related to the visitation.

Provide interventions during visits, as required.

Provide orientation of the facility to the parties and children involved.

Review the Visitation Agreement and policies/procedures with the parties.

Communicate risk assessment information with security personnel.

Provide case management for assigned cases, including intake and coordination of visitations.

Prepare for and provide court testimonies.

KNOWLEDGE, SKILLS AND ABILITIES: Excellent organizational skills required. Must be able to communicate clearly, concisely and logically. Ability to work tactfully with the public and professionals. Ability to use discretion concerning confidential information. Must be extremely sensitive to the needs and welfare of children, be highly self-motivated and able to work independently. Must be available to work flexible hours, working 8:30 a.m. – 7:30 p.m., Tuesday – Friday & occasional Sundays. Must successfully clear Level Two background screening. Incumbent must be professional in all regards.

TO APPLY: Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at www.fljud13.org) in (1) PDF file via email to cprs@fljud13.org. **APPLICATION PACKETS MUST INCLUDE THE 3 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.**

NOTICE: Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Requests for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.