



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

COUNTY-FUNDED POSITION

Posting Date: August 13, 2019

Priority Cut-off Date: August 27, 2019

POSITION TITLE: Court Program Specialist I - Advocate
ANNUAL SALARY: \$ 30,320.04

DEPARTMENT: Children's Justice Center
PAY GRADE: 20 **POSITION #** 0095

NOTE: This position is grant funded and may be limited in duration.

SUMMARY: Provide advocacy for children/families throughout all phases of a child sexual abuse. The Children's Advocacy Center provides services focused on intake, crisis intervention, referrals, follow up and phone contact.

MINIMUM QUALIFICATIONS: Bachelor's degree in public or business administration, criminal justice, psychology, sociology or a closely social science related field **and** two years of professional administrative related experience. Should have general knowledge of court processes and procedures. Spanish/English bilingual preferred. **Substitution:** Master's degree may substitute for two years of the experience.

ESSENTIAL DUTIES: Coordinate services and the flow of information and resources to child victims and their families and relay information in team case review meetings.

Provide statistical reports, case management reports, VOCA grant generated reports, etc.

Assist in the development & maintenance of a resource directory that will assist child victims and their families.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to conduct research and compose technical reports. Ability to communicate clearly, concisely, and logically. Ability to deal tactfully with others. Ability to use a personal computer and word processing applications such as Microsoft Word, Excel, and Access. Ability to use discretion when handling confidential information. Ability to work with families in crisis from diverse backgrounds. Incumbent must be professional in all regards.

BENEFITS PACKAGE: Paid vacation, sick leave and holidays, cafeteria benefit plan including health insurance and life insurance with accidental death and dismemberment benefits, supplemental dental, vision, life, disability and hospitalization insurance, promotional opportunities, 457 Tax Deferred Retirement Plan. Parking subsidy may apply.

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.