



# Administrative Office of the Courts

## *JOB OPPORTUNITY BULLETIN*

STATE-FUNDED POSITION

Posting Date: August 15, 2019

Priority Cut-off Date: September 18, 2019

**POSITION TITLE:** Court Program Specialist II  
**ANNUAL SALARY:** \$36,115.32

**DEPARTMENT:** Drug Court Programs  
**PAY GRADE:** 20 **POSITION #** 011793

**SUMMARY:** Perform administrative case management, substance abuse treatment assessment and evaluation of participants entering Drug Court Programs.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in public or business administration, criminal justice, psychology, sociology or a closely related social science field **and** three years of experience working in the field of addiction or mental health, to include co-occurring disorders. **Substitution:** A Master's degree or Juris Doctorate may substitute for one year of experience.

**PREFERRED QUALIFICATIONS:** Certified Addictions Professional. Previous military experience.

**ESSENTIAL DUTIES:** Serve as problem solving court case manager for criminal, civil, dependency and juvenile delinquency cases.

Serve as liaison for drug court cases with agencies involved in the drug court programs.

Administer drug screens to same-sex individuals.

Communicate with criminal, dependency and juvenile delinquency case participants, to include crisis situations. Consult and collaborate with the judge, attorneys and community resource agencies.

Prepare reports, maintain spreadsheets, draft correspondence and other administrative tasks.

Attend court to provide support to the presiding judge and perform case management functions.

Enter case-based information in data system and provide statistical reports.

Process initial invoices by verifying admission, discharge dates and reviewing supporting documentation.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of community treatment services, methodologies and practices. Considerable knowledge of monitoring and evaluation methods. Working knowledge of case management methods and procedures. Working knowledge of the criminal justice system for adults and juveniles and family dependency process. Ability to communicate effectively. Ability to establish and maintain effective working relationships with local and state officials and the general public. Ability to review and evaluate programs and projects. Ability to perform statistical and computational tasks and analyze data to write reports. Incumbent must be professional in all regards.

**BENEFITS PACKAGE:** Paid vacation, sick leave and holidays, comprehensive health insurance and life insurance with accidental death and dismemberment benefits, supplemental dental, vision, life, disability and hospitalization insurance, promotional opportunities, tuition-free college courses, 457 Tax Deferred Retirement Plan.

**TO APPLY:** Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at [www.fljud13.org](http://www.fljud13.org)) in (1) PDF file via email to [cprs@fljud13.org](mailto: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.