



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

GRANT-FUNDED POSITION

Posting Date: March 9, 2018

Priority Cut-off Date: March 26, 2018

POSITION TITLE: Court Program Specialist I - Advocate
MINIMUM SALARY: \$2,526.61/mo.*

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

SUMMARY: Provide advocacy for children/families who experience child physical and child sexual abuse. Children Advocacy Center 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.

Substitution: Master's degree may substitute for two years of the experience.

PREFERRED QUALIFICATIONS: General knowledge of court processes and procedures.

ESSENTIAL DUTIES: Coordinates services and the flow of information and resources to child victims and their families. 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, 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 and 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) 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. If you need accommodation to participate in the application/selection process, please call (813) 272-6330.

* The successful candidate will be hired at the minimum salary. This position is dependent upon grant funding.