



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

COUNTY-FUNDED POSITION

Posting Date: March 9, 2018

Priority Cut-off Date: March 26, 2018

POSITION TITLE: Court Program Specialist II
MINIMUM SALARY: \$3,009.61/mo.*

DEPARTMENT: Case Management Div.
PAY GRADE: 20 **POSITION #** 000116

SUMMARY: Performs technical duties involving assistance and guidance to the division judge in dependency and delinquency cases of specialized governmental programs.

MINIMUM QUALIFICATIONS: Bachelor's degree in public or business administration, criminal justice, psychology, sociology, or a closely social science related field and three 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: Review case files for litigants participating in dependency or delinquency divisions. Notate information required for the judge's attention. Attend court hearings and maintain notes concerning hearing outcomes.

Prepare case information in JAWS that will be used by the judges to identify what is happening in a case, the child(ren) ages, attorney names, etc.

Serve as liaison with community based provider agency, representatives of the Sheriff's Office, Attorney General, Regional Counsel, Department of Children and Families, appointed attorneys and all other stakeholders involved in the dependency and/or delinquency cases.

Communicate, plan and develop processes. Enhance services to children in Hillsborough County.

Assist the division judge with moving cases smoothly through the judicial system with the focus on enhancing services to children in an expeditious manner.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of court case management principles and methods. Ability to conduct research and compose technical reports. Ability to communicate clearly, concisely and logically. Ability to deal tactfully with judges, attorneys and parties to the case as well as with co-workers. Ability to use a personal computer and word processing applications such as Microsoft Word, Excel and Access. Ability to use discretion with confidential information. 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.