



# Administrative Office of the Courts

## JOB OPPORTUNITY BULLETIN

### COUNTY-FUNDED POSITION

Posting Date: May 16, 2023

Priority Closing Date: Until Filled

**POSITION TITLE:** Behavioral Health Specialist / Court Program Specialist III  
**ANNUAL SALARY:** \$43,487.97  
**FLSA STATUS:** Exempt

**DEPARTMENT:** Court Programs  
**PAY GRADE:** 40 **POSITION #** 000061

**SUMMARY:** Plan program initiatives, train new case managers, ensure policy compliance, and supervise interns assigned to Court Programs.

#### **MINIMUM QUALIFICATIONS:**

- **EXPERIENCE:** Four years of related work experience is required.
- **EDUCATION:** Bachelor's degree in legal studies, paralegal, business administration, business management, social work, or a closely related field.

#### **ESSENTIAL DUTIES:**

- Review all applications submitted for AOC Internship placement, in accordance with Behavioral Health Programs protocol; monitor and track applications; and provide follow-up on applications requiring activity by a certain date.
- Research and evaluate information on the Behavioral Health Programs; initiate and develop projects to enhance and improve court operations. Maintain statistics and identify events and trends that may have an impact on timely processing/placement of AOC Internship applicants.
- Provide training, supervision, and instruction to interns.
- Serve as back-up case manager in line-divisions, according to staffing needs.
- Provide training to incoming staff.
- Serve as liaison to Family Law Divisions referring litigants for assessment and/or linkage to community resources (i.e., treatment providers).
- Complete Evidence-Based Risk assessments (i.e., GAIN-Q, LS-CMI, etc.), informing appropriate Family Law Divisions of client recommendations.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Possess excellent organizational skills.
- Knowledge of court case management principles and methods. Knowledge of Florida Statutes Chapter 39.
- Ability to conduct research and compose technical reports.
- Ability to communicate clearly, concisely, and logically.
- Ability to work tactfully with the public and other professionals and non-professionals.
- Ability to use discretion concerning confidential information.
- Awareness of the needs and welfare of children; be highly self-motivated and able to work independently.
- Must successfully pass a Level II background check and complete orientation training.
- Must be professional in all regards.

**BENEFITS PACKAGE:** Paid time off and holidays, comprehensive 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](http://www.fljud13.org)) in (1) PDF file via email to [recruiting@fljud13.org](mailto:recruiting@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.