



# Administrative Office of the Courts

## JOB OPPORTUNITY BULLETIN

STATE-FUNDED

**Posting Date:** July 23, 2021

**Deadline to Apply:** Until Filled

**POSITION TITLE:** Court Program Specialist I  
**MINIMUM SALARY:** \$31,780.92

**DEPARTMENT:** Mediation & Diversion Programs  
**PAY GRADE:** 16 **POSITION#** 010539

**SUMMARY:** Provide case management for the Mediation and Diversion Programs to assist parties and judiciary in the timely resolution of cases in Circuit, County, Dependency, Family, Juvenile Restitution and Probate/Guardianship mediation, as well as, Community Mediation referrals.

**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. Substitution: Master's degree may substitute for one year of required experience. Substitution: Progressively responsible experience as described above may substitute for the education on a year for year basis.

**ESSENTIAL DUTIES:** Receive and organize all referrals to Circuit, County, Dependency, Family, Juvenile Restitution and Probate/Guardianship mediation. Evaluate according to appropriateness, type and urgency. Interact directly with the judge, judicial assistant and the Clerk's Office representative.

Interview mediation clients face to face and on the phone as to disputes and issues to be mediated. Enter case information into the Mediation software system. Provide overview of program expectations and utilize problem solving skills.

Access information from the Clerks Odyssey system. Enter data into Mediation software.

Review electronic court files of referred cases to determine elements involved in the case. Seek cooperation from parties/attorneys for mediation.

Appoint mediators and schedule mediations, coordinating with Pro-Se parties and parties and their attorneys. Obtain extensions for cases in violation of time standards.

Coordinate mediation conference rooms. Make arrangements for interpreters, ADA accommodations, security, indigent parties and incarcerated parties, if required.

Prepare disposition forms on cases that are settled, waived, deferred or otherwise disposed of before hearing or conference. Tailor occasional orders to individual cases per judge's instructions.

Participate in seminars, trainings and other public speaking engagements. Address other job responsibilities as requested by Program Director.

**KNOWLEDGE, SKILLS AND ABILITIES:** Ability to communicate clearly, concisely, and logically. Ability to deal tactfully with others. Proficiency with Microsoft Office and Excel. 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](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.