



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

Posting Date: July 23, 2021

Priority Cut-off Date: Until Filled

POSITION TITLE: Court Program Specialist I– Electronic Court Proceedings Specialist
ANNUAL SALARY: \$ 31,780.92

DEPARTMENT: Resource Development and Mediation Departments
PAY GRADE: 20 **POSITION #** 010540

SUMMARY: Provide assistance to judiciary in facilitating Electronic Court Proceedings (ECP) for accessibility to remote court participants. Provide clerical to support to Mediation and Diversion Departments, as needed.

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. Spanish/English bilingual preferred. **Substitution:** Master’s degree may substitute for two years of the experience. **Substitution:** Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

ESSENTIAL DUTIES: Set host and user permissions for judge and other court participants.

Enable a waiting room and create breakout rooms that attendees join before they are admitted into the ECP.

Provide overview of ECP decorum expectations.

Manage the breakout rooms, ensure that the attendees in the breakout rooms are identified by name and role in the case, and admit attendees into the ECP.

Admit only authorized attendees, where discernable, and keep other participants out of the ECP until their presence is required.

Permit access to private conversation rooms to allow attorneys and clients to discuss privileged matters, to sequester witnesses, or to hold sidebar discussions in public ECPs.

Provide for orderly resumption or termination of the ECP if the proceeding is disconnected.

Implement security measures, as directed by the court, i.e., waiting room, remove disruptive participants, readmit a removed participant, disable the audio and video feeds from all participants at once, and disable or enable screen sharing.

Provide clerical support to the Mediation and Diversion Programs; prepare stipulations, orders and correspondence with the internal database; invoice and collect mediation fees.

Other duties as assigned within the Administrative Office of the Courts.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to communicate clearly, concisely, and logically. Ability to deal tactfully with others. Proficiency with Microsoft Office, Excel, and Zoom. 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) 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. Requests for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.