



ADMINISTRATIVE OFFICE OF THE COURTS

Career Opportunity Bulletin

POSITION TITLE:
Court Program Specialist II

DEPARTMENT:
Children's Advocacy Center

ANNUAL SALARY:
\$48,040.80

POSITION:
000028

FLSA STATUS:
Excluded

PAY GRADE:
30

POSTING DATE: January 13, 2026

CLOSING DATE: January 27, 2026

COUNTY-FUNDED POSITION

SUMMARY: The essential function of this position is a key role for the intake process and case management for all Children's Advocacy Center services (CAC), which include forensic interviews, deposition and closed-circuit testimony. This individual is responsible for receiving intake calls, assessing immediacy, and scheduling services. The role requires close collaboration with the Program Coordinator and Multi-Disciplinary Team coordinator to ensure a seamless and client-centered forensic interview process. Additionally, the position includes varied responsibilities of recording services, making copies of recorded services and completing release forms.

Candidate must work as part of a multi-disciplinary team to schedule timely services for alleged child victims.

MINIMUM QUALIFICATIONS:

- **EXPERIENCE:** Three years of professional, administrative and/or analytical related experience.
- **EDUCATION:** Bachelor degree in public or business administration, criminal justice, psychology, sociology or a closely related social science field.
- **SUBSTITUTIONS:** Additional relevant experience may substitute for the recommended educational level on a year-for-year basis. Additional relevant education may substitute for the recommended experience on a year-for-year basis (A Juris Doctorate degree from an accredited law school may substitute for two years of the recommended experience.)

ESSENTIAL DUTIES:

- Complete the intake process which includes: speaking with Law Enforcement Detectives or the Department of Children and Families investigators to gather demographic information, organize the Outlook calendar, the scheduling of forensic interviews, closed circuit testimony cases and child dispositions, emails to all multi-disciplinary team members, conversation with families in person during services, interaction with children before and after services.
- Assist with administrative duties, data collection and financial reports to meet the required state and federal grant requirements.
- Record, monitor, copy services for investigative parties.
- General reception duties- including answering phone calls, taking messages, filing, data entry into Children's Justice Center (CJC) applications/CAC CareNet.
- Assist in the development and maintenance of a resource directory that will assist child victims and their families.
- Participate in community education, including Darkness 2 Light and How to Interview Children training.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work independently and establish priorities and meet deadlines.
- Ability to communicate clearly, concisely, and logically, both orally and in writing.
- Ability to deal tactfully and respectfully with others.
- Skill to use a personal computer and word processing applications such as Microsoft Word, Excel, CAC CareNet, and CJC applications
- Ability to use discretion when handling confidential information.
- Ability to work with families in crisis from diverse backgrounds. Must be sensitive to the needs and welfare of the children we serve.
- Incumbent 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, tuition-free college courses, participation in the Florida Retirement System (FRS), and 457 Tax Deferred Retirement Plan. Parking subsidy may apply.

**TO APPLY
SUBMIT THE
FOLLOWING:**

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 recruiting@fljud13.org.

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.