



# Career Opportunity Bulletin

POSITION TITLE:  
Court Program Specialist II

DEPARTMENT:  
Administrative Services

ANNUAL SALARY:  
\$48,040.00  
+ \*CAD \$112.75/mo.

POSITION:  
# 010469

FLSA STATUS:  
Excluded

PAY GRADE:  
30

POSTING DATE: March 23, 2026

CLOSING DATE: April 10, 2026

## STATE-FUNDED POSITION

**SUMMARY:** The essential function of the position within the organization is to provide case management support in the circuit validation project, as performing other related administrative support functions. The employee in this position is responsible for providing information to and interacting with judges, trial court staff, program staff, attorneys, litigants, ancillary agency staff and the general public. The position is responsible for managing projects of responsibility, operating support and communication coordination. The position works under the direct supervision of the Trial Court Administrator, with report submissions to various divisions of courts and other Constitutional Officers

## MINIMUM QUALIFICATIONS:

- **EXPERIENCE:** Three years of professional, administrative, analytical related experience.
- **EDUCATION:** Bachelor's degree in public administration, business administration, justice administration, criminal justice, or a closely related 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:

- Assist in case management circuit data validation project.
- Review SRS monthly reports to identify discrepancies with local clerk data.
- Maintain court status records and correspondence.
- Assist litigants in person, by telephone, and via correspondence, including intake functions.
- Assist with the coordination of special projects and events.
- Manage and schedule calendars, as designated.
- Compose correspondence, lists, memoranda, reports, emails, and other documents observing strict confidentiality.
- Provide administrative support to include preparation and implementation of emails, surveys, spreadsheets, documents, reports and presentations, as well as ensure inventory supply and coordination of travel.
- Establish and maintain files, records, and other departmental systems of responsibility, in accordance with records retention policy.

## KNOWLEDGE, SKILLS AND ABILITIES:

- Skilled in the use of Microsoft Office products, including Word, Excel and Power Point.
- Ability to work collaboratively within department, other AOC departments and stakeholders.

- Ability to work independently and meet deadlines.
- Ability to organize complex data and information.
- Ability to communicate ideas clearly, concisely and logically, both orally and in writing with a diverse group of people both in-person and remote environments.
- Critical interpersonal skills
- Strong organization, time management, attention to detail, and the ability to multitask
- Strong understanding of Due Process and Court Operations
- Ability to exercise discretion in handling sensitive and confidential information.
- Incumbent must be professional in all regards.

**TO APPLY  
SUBMIT THE  
FOLLOWING:**

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).
4. Proof of education: A copy of diploma/certificate.

**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, Florida Retirement System (FRS) eligibility, 457 Tax Deferred Retirement Plan.

**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.

\*Competitive Area Differential