



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED – OPS POSITIONS AVAILABLE

Posting Date: June 30, 2021

Priority Cut-off Date: Until Filled

POSITION TITLE: Court Program Specialist II (OPS)
MINIMUM SALARY: \$17.36 Per Hour

DEPARTMENT: Civil Case Management
PAY GRADE: 30

SPECIAL NOTE: These positions are time limited and authorized by the Florida State Court System's Pandemic Recovery Plan. This recruitment will provide civil case management services to all circuit and county civil divisions to effectuate the timely resolution of civil cases.

SUMMARY: Perform responsible administrative and case management functions in all circuit and county civil divisions in support of the timely resolution of civil cases, while adhering to the time standards established in the rules of general practice and judicial administration.

MINIMUM QUALIFICATIONS: Bachelor's degree in public or business administration, criminal justice, psychology, sociology or a closely related social science field and three years of professional administrative and analytical related experience. Paralegal experience or work experience related to case management is preferred. Substitution: Juris doctorate or Master's Degree in a related field may substitute for two years of required experience. Progressively responsible experience in civil case processes, procedures, and practices may substitute for the education on a year for year basis.

ESSENTIAL DUTIES: Provide case management and administrative support to the circuit and county court divisions in a timely and efficient manner. Review civil case files/records to identify action items and case status. Access and update case information using the court's case management software. Must have the ability to multitask, work independently, and manage a high volume of civil cases. Must have general knowledge of the rules of civil procedure, rules of judicial administration, and working knowledge of civil court processes, procedures, and practices.

Maintain a checklist to monitor all civil actions or events required to be taken by the attorneys or parties in accordance with Florida Rules of Civil Procedure, court orders, and Administrative Orders governing the civil divisions.

Utilize standardized court orders and forms in circuit and county civil divisions. Maintain standardized case management reports to monitor case status and progress.

Analyze data generated by case management systems and prepare uniform statistical data reports for the use of the circuit and county division judges.

Communicate with attorneys, parties, and litigants to advise of the action or documentation required to be filed prior to the scheduling of a hearing.

Attend court hearings and provide court record information to the presiding judge. Communicate judicial rulings and decisions to attorneys, parties, and litigants. Assess compliance with judicial directives.

Work both independently and collaboratively. Foster and maintain collaborative relationships with judges, judicial assistants, program coordinator, and other staff case managers.

KNOWLEDGE, SKILLS AND ABILITIES: General knowledge of the rules of civil procedure and the rules of judicial administration preferred. Working knowledge of civil court processes, procedures and practices preferred. Ability to understand and implement case management workflow processes and establish priorities for work assignments. Excellent organizational and multitasking skills required. Ability to plan, organize and coordinate work. Ability to communicate effectively, orally and in writing. Ability to work both independently in a high stress environment, and collaboratively to achieve common goals. Ability to use a computer and software such as Word and Excel. Ability to review data and case files, perform statistical and computational tasks, and analyze data to write reports and communicate findings. Ability to establish and maintain effective working relationships with judges, judicial assistants, clerk personnel, other professionals and the general public. Incumbent must be professional in all regards.

BENEFITS PACKAGE: **BENEFITS PACKAGE:** OPS employees who work a minimum of 30 hours per week are entitled to state insurance which includes health, dental, vision and life. Additionally, OPS employees may participate in various supplemental plans including deferred compensation and The Variable Annuity Life Insurances Company retirement.

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.