



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED - OPS POSITION 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: Unified Family Support Services
PAY GRADE: 30 **POSITION #** TBA

SPECIAL NOTE: This position is time limited and authorized by the Florida State Court System's Pandemic Recovery Plan. This recruitment will address the Unified Family Court needs for conducting virtual hearings and the resumption of in-person parent-child visitation.

SUMMARY: Perform unified family court functions, to include supervising court ordered visitations (in-person and via Zoom) between parents and children, performing case management tasks, and coordinating Zoom hearings for cases pending in Dependency divisions.

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 family and/or civil case processes, procedures, and practices may substitute for the education on a year for year basis.

ESSENTIAL DUTIES: Prepare, attend and facilitate Zoom hearings for judiciary, as requested by the Administrative Judge of the Unified Family Division. Includes but not limited to greeting and properly identifying parties appearing in Zoom hearings, establishing private Zoom rooms and placing parties in Zoom rooms, and ensuring that responsible parties are present and able to hear and be heard.

Provide case management for assigned supervised visitation cases, including intake and coordination of supervised visitations and ensuring that contact between parties proceeds pursuant to the visitation agreement and court order.

Supervise and digitally record court ordered visitations at the Children's Justice Center (CJC).

Document the visits consistent with the visitation agreement and court order.

Provide interventions during visits, as required.

Provide orientation of the facility to the parties and children involved.

Review the Visitation Agreement and policies/procedures with the parties.

Communicate risk assessment information with security personnel.

Prepare for and provide court testimonies.

KNOWLEDGE, SKILLS AND ABILITIES: Excellent organizational skills required. Must be able to communicate clearly, concisely and logically. Ability to work tactfully with the public and professionals. Ability to use discretion concerning confidential information. Must be extremely sensitive to the needs and welfare of children, be highly self-motivated and able to work independently. Must be available to work flexible hours, to include 8:00 a.m. to 5:00 p.m. and 10:30 a.m. to 7:30 p.m., Monday– Friday, depending on assignment. Must successfully clear Level Two background screening. Incumbent must be professional in all regards.

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.