



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

Posting Date: February 29, 2024

Closing Date: Until Filled

POSITION TITLE: Court Program Specialist II
ANNUAL SALARY: \$47,022.98
FLSA STATUS: Excluded

DEPARTMENT: UFC Case Management
PAY GRADE: 30 **POSITION #** 010471

SUMMARY: This is a permanent position that will initially provide pandemic relief in capacities that will vary depending on need. Post-pandemic assignments will be within Court Programs based on workload and staff skills and abilities. Generally, all Court Program staff provide information and services to the court participants, customers and stakeholders. Court Programs include Mediation and Diversion, Problem Solving Courts, Elder Justice Center, Unified Family Law Case Management, Juvenile Diversion Programs and the Children's Justice Center.

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/or analytical related experience.
- **SUBSTITUTIONS:** A Juris Doctorate degree may substitute for two years of the experience. Additional relevant experience may substitute for the recommended education on a year for year basis.

ESSENTIAL DUTIES:

- Support the varied needs of Court Programs in a timely and efficient manner.
- Utilize knowledge of Chapters 39 and 61 of Florida Statutes, the Rules of Civil Procedure and Supreme Court approved forms.
- Review case records to identify pending action items and case status. Schedule hearings and services, prepare and distribute notices, communicate updates to stakeholders, etc. Identify cases that 'crossover' between differing divisions of the Unified Family Court (UFC), such as Dependency, Delinquency and General Domestic Relations (dissolution of marriage, child support, name changes, etc.)
- Access and update case information using court-specific software.
- Manage high volume caseload and multitask accordingly.
- Attend, monitor and document in-person and remote court hearings.
- Receive and return phone calls and email. Meet with walk-in court participants. Prepare and distribute correspondence.
- Work independently while collaborating with judges, judicial assistants, staff members and stakeholders.
- Draft and distribute miscellaneous notices, orders, dockets and final judgments.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of court case management principles and methods.
- Knowledge of Florida Statutes Chapter 39 and 61.
- Ability to research and compose technical reports.

- Ability to communicate clearly, concisely and logically.
- Ability to communicate effectively with judges, attorneys, parties, stakeholders and co-workers.
- Ability to use a personal computer and Microsoft Office software.
- Ability to use discretion with confidential information.
- Incumbent must be professional in all regards.

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, 457 Tax Deferred Retirement Plan.

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 recruiting@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.