



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

COUNTY-FUNDED

Posting Date: October 1, 2025

Closing Date: October 15, 2025

POSITION TITLE: Court Program Specialist II
MINIMUM SALARY: \$48,040.80
FLSA STATUS: Exempt

DEPARTMENT: Mediation & Diversion Programs
PAY GRADE: 30 **POSITION#** 000079

SUMMARY: Provide case management for the Mediation and Diversion Programs to assist parties and judiciary in the timely resolution of cases in Circuit, County, Dependency, Family, Mediation, as well as, Community Mediation referrals.

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[1]for-year basis (A Juris Doctorate degree from an accredited law school may substitute for two years of the recommended experience.)

ESSENTIAL DUTIES:

- Enter case data to initiate scheduling for small claims, county civil, family law and dependency cases; schedule, invoice, notate communication with parties.
- Update payment and close cases to reflect mediation outcomes to determine next steps, and generate follow-up document for mediated agreement. Forward hard copy of agreement to judge or pro se case managers for review and signature.
- Respond to in-person and telephonic inquiries from Mediation to resolve issues or direct caller or visitor to appropriate personnel. Screen the public, attorneys, and others who request to enter the mediation office.
- Collect documents and related paperwork and disseminate on a daily "Judge's run", distribute documents retrieved from the "Judge's run" to designated team members.
- Copy and prepare notices and outcome forms for mailing to notify parties of proposed or scheduled mediations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate clearly, concisely, and logically.
- Ability to deal tactfully with others.
- Proficiency with Microsoft Office and Excel.
- Ability to use discretion when handling confidential information.
- Ability to work with families in crisis from diverse backgrounds.
- 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 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.