



# Administrative Office of the Courts

## JOB OPPORTUNITY BULLETIN

COUNTY-FUNDED POSITION  
*Re-Advertisement*

Posting Date: April 19, 2024

Closing Date: May 3, 2024

**POSITION TITLE:** Visitation Specialist/Court Program Specialist III  
**ANNUAL SALARY:** \$52,185.60  
**FLSA STATUS:** Exempt

**DEPARTMENT:** Children's Justice Center  
**PAY GRADE:** 40 **POSITION #** 000149

**NOTE:** Previous applicants need not apply.

**SUMMARY:** Performs case management functions and supervises court ordered visitations between parents and children to assist the court in making determinations in the best interests of children involved in Family Law, Domestic Violence and/or Dependency proceedings. Serves as liaison for student interns serving as Visitation Supervisors, providing training and day-to-day supervision.

**MINIMUM QUALIFICATIONS:**

- **EXPERIENCE:** Four years of related work experience is required.
- **EDUCATION:** Bachelor degree in legal studies, paralegal, business administration, business management, social work, or a closely related field.

**ESSENTIAL DUTIES:**

- Perform intake duties to include: reviewing intake forms, communicating with parties, securing demographic information, researching court orders, capturing essential data elements, creating and completing written case overviews, and assigning cases.
- Perform case management functions to include: maintaining case status records and court correspondence, scheduling visits, etc.
- Provide supervision to Children's Justice Center (CJC) interns, in compliance with program policies.
- Respond to inquiries from the public, judges, agency stakeholders and court staff.
- Supervise and record court-ordered visitations at the CJC, including interventions, when necessary, while accurately documenting interactions, providing a synopsis of the visitation and other pertinent information.
- Update and maintain case management system, ensuring timely data entry. Maintaining Excel spreadsheet to track cases to ensure quality assurance.
- Prepare recorded video for attorneys, Guardian ad Litem (GALs) or case managers. Coordinate with the Court Business Center for DVD or thumb drive pick-up and payment.
- Provide backup for reception position, to include answering phones, facilitating the entry and exit of families visiting the CJC, assisting in the monitoring of parties before, during and after the visits.
- Provide group orientation of the facility, to include reviewing Supervised Visitation Agreement.
- Communicate risk assessment information with security personnel.
- Prepare for and provide court testimonies.
- Must successfully pass a Level II background check and complete orientation training.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to work independently and establish priorities.
- Ability to perform statistical and computational tasks and analyze data to write reports and communicate findings. Excellent organizational and communication skills.
- Ability to establish and maintain effective working relationships with other professionals and the general public.
- Must be extremely sensitive to the needs and welfare of children.

- Ability to work with families in crisis from diverse backgrounds.
- Ability to handle sensitive matters with integrity and confidentiality.
- Ability to communicate ideas clearly, concisely and logically, both orally and in writing, with a diverse group of people.
- Incumbent must be professional in all regards.

**BENEFITS PACKAGE:** Paid time off and holidays, cafeteria benefit plan including health insurance and life insurance with accidental death and dismemberment benefits, supplemental dental, vision, life, disability and hospitalization insurance, promotional opportunities, 457k 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](http://www.fljud13.org)) in (1) PDF file via email to [recruiting@fljud13.org](mailto: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.