



Administrative Office of the Courts

Career OPPORTUNITY

STATE-FUNDED POSITION

Posting Date: October 1, 2025

Closing Date: Until Filled

POSITION TITLE: Court Program Specialist II /
Domestic Relations Case Manager
ANNUAL SALARY: \$48,040.08 + \$112.75mo. CAD*
FLSA STATUS: Excluded

DEPARTMENT: Domestic Relations Case Management Division
PAY GRADE: 30 **POSITION #** 009091

SUMMARY: Perform administrative and case management functions for the domestic relations divisions involving self-represented litigants. Work is performed under the supervision of the Unified Family Court Manager.

MINIMUM QUALIFICATIONS:

- **EXPERIENCE:** Three years of professional, administrative and/or analytical related experience. Knowledge of court processes and procedures preferred.
- **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-for-year basis (A Juris Doctorate degree from an accredited law school may substitute for two years of the recommended experience.)

ESSENTIAL DUTIES:

- Work within existing guidelines in support of a uniform case management system for self-represented litigants.
- Assist judges in family law divisions by performing case management functions, such as reviewing all new self-represented litigant cases prior to scheduled hearing, validating the related filings, informing parties of deficiencies, and scheduling matters accordingly.
- Manage a high volume caseload while maintaining a standardized case management system to monitor case status and progress.
- Work closely with self-represented litigants to move cases towards final hearing by corresponding with litigants via telephone, e-mail, and walk-ins.
- Utilize knowledge of Chapters 39 and 61 of Florida Statutes, the Rules of Civil Procedure, and Florida Supreme Court approved forms.
- Identify cases that 'crossover' between differing divisions of the Unified Family Court (UFC), such as Dependency, Delinquency and Domestic Relations (i.e. dissolution of marriage, paternity, child support, name changes, etc.)
- Attend court hearings and provide court record information to the presiding judge. Maintain and update reports.
- Work independently and collaborate with division judge, judicial assistant and be a team player among fellow Court Program Specialists.
- Prepare miscellaneous notices, court orders, dockets and final judgments.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to conduct research and compose technical reports.
- Ability to communicate clearly, concisely and logically.
- Ability to deal tactfully with the public.
- Ability to plan, organize, and coordinate work assignments.

- Ability to use a personal computer and word processing applications such as Microsoft Outlook, Word and Excel.
- Ability to use discretion when handling 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, Florida Retirement System (FRS) eligibility, and 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.

*Competitive Area Differential