



Career Opportunity Bulletin

POSITION TITLE:
Court Program Specialist I

DEPARTMENT:
Juvenile Diversion Programs

ANNUAL SALARY:
\$ 42,394.56

POSITION:
000086

FLSA STATUS:
Included

PAY GRADE:
115

POSTING DATE: May 15, 2026

CLOSING DATE: June 15, 2026

COUNTY-FUNDED POSITION

SUMMARY: Provide program and case manager support to Juvenile Diversion Programs and Unified Family Court Case Management. The position is responsible for coordinating case intake activities, maintaining electronic case management records, and assisting with the administration of diversion and dependency case processes. Duties include processing referrals, coordinating intake appointments, supporting court proceedings, maintaining case management databases, and assisting with case tracking and reporting. This position works under general supervision according to some approved procedures.

MINIMUM QUALIFICATIONS:

- **EXPERIENCE:** Two years of professional, administrative related experience. Should have general knowledge of court processes and procedures.
- **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.

ESSENTIAL DUTIES:

- Conducts case intake processing for new referrals by reviewing documentation and gathering case information from various sources. Enters intake and referral data into electronic case management systems including JEDI and JIS.
- Ensures accurate documentation and tracking of case referrals and eligibility for program participation.
- Supports case management functions during court proceedings by providing virtual court access, coordinating Zoom hearings, admitting participants, and managing breakout rooms.
- Assist case managers and court staff with coordination of case related documentation and court communications.
- Prepares and maintains case related documentation including memorandums, dependency case records, and electronic case files. Uploads and maintains court orders and case documentation within case management systems to ensure accurate case tracking.
- Reviews and compiles information for judges on pertinent issues; continues to update written policies and case procedures; and provides case status reports to judges either at hearings or through periodic reports.
- Identifies events and trends negatively impacting upon the timely progress of cases; provides reports to the court and court administration.

- Collects and compiles program data for statistical reports related to program activity, case intake volume, and case outcomes. Assists with maintain program performance data used for reporting and evaluation.
- Performs clerical support tasks, such as preparing orders, documents, files, forms and correspondence; creates and maintains record systems for efficient case management; orders/replenishes office supplies, ensures waiting area has supplies and updated brochures, pamphlets, and other related literature; provides office coverage.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to conduct interviews and evidence-based risk assessments.
- Knowledge and experience working with community agencies and providing referrals.
- Skilled at providing case management services.
- Ability to work well under pressure; conform to shifting priorities, demands and timelines.
- Ability to deal tactfully with the public.
- Ability to use discretion with confidential information.
- Ability to use a personal computer and Microsoft Office software.
- Proficiency with Microsoft Office, Excel, and Zoom.
- Ability to conduct research and compose technical reports.
- Must be adept at public speaking and have the ability to communicate clearly, concisely and logically.
- 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 THE
FOLLOWING:**

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.

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.