



# Administrative Office of the Courts

## *JOB OPPORTUNITY BULLETIN*

COUNTY FUNDED POSITION

Posting Date: July 14, 2021

Priority Cut-off Date: Until Filled

**POSITION TITLE:** Court Program Specialist I  
**MINIMUM SALARY:** \$31,780.91/mo.

**DEPARTMENT:** Children's Justice Center  
**PAY GRADE:** 18 **POSITION #** 000079

**SUMMARY:** Perform case management functions and supervise court ordered visitations, in-person and via Zoom, between parents and children to assist the court in making determinations in the best interests of children involved in Family Law and/or Dependency proceedings.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in public administration, business administration, criminal justice, psychology, sociology, legal studies, or a social science related field and two years of related experience. **Substitutions:** Master's degree may substitute for the experience. Additional relevant experience may substitute for the recommended education on a year for year basis.

**ESSENTIAL DUTIES:** Supervise and record court ordered visitations at the CJC while accurately documenting interactions, providing a synopsis of the visitation as well as other pertinent information related to the visitation.

Provide interventions during visits, as required.

Provide orientation of the facility to the parties and children involved.

Review the Visitation Agreement and policies/procedures with the parties.

Communicate risk assessment information with security personnel.

Provide case management for assigned cases, including intake and coordination of visitations.

Prepare for and provide court testimonies.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of zoom and ability to conduct zoom supervised visitations. Excellent organizational skills required. Must be able to communicate clearly, concisely and logically. Ability to work tactfully with the public and professionals. Ability to use discretion concerning confidential information. Must be extremely sensitive to the needs and welfare of children, be highly self-motivated and able to work independently. Must be available to work flexible hours, working 10:30 a.m. – 7:30 p.m., Monday – Friday. Must successfully clear Level Two background screening. 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, 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](http://www.fljud13.org)) in (1) PDF file via email to [cprs@fljud13.org](mailto:cprs@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.