



Administrative Office of the Courts

Career OPPORTUNITY

STATE-FUNDED POSITION

Posting Date: April 24, 2025

Closing Date: May 8, 2025

POSITION TITLE: Guardianship Case Manager/
Court Program Specialist II
ANNUAL SALARY: \$47,040.06 + 112.75mo. CAD*
FLSA STATUS: Excluded

DEPARTMENT: Guardianship Case Management Division
PAY GRADE: 30 **POSITION #** 010471

NOTE: Previous applicants need not apply.

SUMMARY: The Guardianship Case Manager/Court Program Specialist II provides case management support to the Guardianship Court, focusing on reviewing annual reports and other pleadings filed by guardians. This role also serves as a court-appointed monitor for guardianship cases, ensuring compliance with legal requirements and safeguarding the interests of wards.

MINIMUM QUALIFICATIONS:

- **EXPERIENCE:** One and a half years of professional, administrative and/or analytical related experience.
- **EDUCATION:** Associate degree in social work, psychology, counseling, or a closely related field OR 60 completed semester credits of relevant undergraduate study (90 completed quarter credits of relevant undergraduate study).

ESSENTIAL DUTIES:

- **Case Management Support:** Assist judges and magistrates by managing cases referred for review and providing updates on guardianship matters.
- **Court Monitoring:** Conduct investigations in guardianship cases when appointed by the court, including interviewing wards and other relevant individuals, examining documents, and compiling findings into detailed reports for judicial review.
- **Case Reviews:** Analyze initial and annual guardianship reports, as well as fee petitions, and provide recommendations to the court regarding compliance and appropriateness. Maintain documentation and statistical records as required.
- **Hearing Participation:** Attend guardianship hearings and present oral reports to judges and magistrates. Assist the court with compliance hearings.
- **Guardian Instruction:** Provide training and guidance to newly appointed, non-professional guardians on proper filing procedures and legal obligations under Florida guardianship law (Chapter 744, Florida Statutes).
- **Professional Guardian File Review:** Review Professional Guardian Files for completeness, upon establishment and during scheduled review cycles. Prepare checklists, draft deficiency letters, mark calendars for follow-up when needed, and update/distribute the Circuit's Professional Guardian List.
- **Guardianship Examining Committee:** Review files of Guardianship Examining Committee members—both upon establishment and during scheduled review cycles. Prepare communications to members of the Examining Committee, advising them of deficiencies.
- **Cross-Training & Public Education:** Participate in cross-training within the department, and support the administrative and educational tasks, to include answering the phone, assisting callers with community resources, and addressing general questions about the program.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to conduct research and compose technical reports.
- Knowledge of the Florida Court System, Guardianship, and Chapter 744.
- Knowledge of interview techniques.
- Knowledge of social work techniques and services.

- Ability to identify client needs.
- Ability to plan, organize, and coordinate work assignments.
- Ability to communicate effectively in writing and orally.
- Ability to work independently.
- Knowledge of Microsoft Word and Outlook.
- 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