

**NINETEENTH JUDICIAL CIRCUIT
JOB OPPORTUNITY (OPS)**

Date: February 8, 2018

Application Deadline: 11:59 pm, Thursday, February 15, 2018

Title: Court Program Specialist II – Probate (Unofficial Title - Case Manager) (OPS – Part-Time, at up to 20 Hrs./Wk.)

Pay: \$17.36 per hour (no benefits other than those provided by law, e.g. Medicare)

Location: St. Lucie West Courthouse Annex (250 NW Country Club Drive, Port St. Lucie 34986)

Please submit a completed State of Florida Employment Application to:

Court Administration, 19th Judicial Circuit
Attention: Mary Fleming, Human Resource Manager
Email: flemingm@circuit19.org
250 NW Country Club Drive, Suite 217
Port St. Lucie, FL 34986

Following is a link for a State of Florida Employment Application:

<https://peoplefirst.myflorida.com/sap/public/bsp/sap/public/graphics/mimes/SOFapp.pdf>

General Description

The essential function of the position within the organization is to assist judges with the timely disposition of cases through case management, case monitoring and program implementation. Duties specific to this position include:

- Reviews estate and guardianship cases received from the attorney's office
- Communicates with attorneys and interested parties regarding additional requirements needed to advance the administration of an estate or guardianship case
- Sends files to the judge for signature and/or further instructions
- Performs related work as required
- The position works under general supervision of the Family Court Manager in developing work methods and sequences.

Other general position responsibilities may include the following: The position is responsible for providing information to litigants and system staff, reviewing filings of litigants and making referrals to community-based services, managing and preparing cases for court hearings and briefing judges, attending hearings, maintaining record/filing system, training and assisting new departmental personnel, scheduling hearings, and performing related clerical functions. The position is responsible for collecting and reporting on case/program data, maintaining databases

as needed.

Other General Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Assists litigants in person, by telephone and via correspondence, providing case status information, rules of civil procedures and statutes, and referrals to appropriate community agencies; reviews filings for judges.

Organizes and maintains filing systems for the area of responsibility; updates library of brochures and pamphlets/information for litigants.

Schedules hearings by determining case status; determines whether to set a case management conference or appropriate hearing, or proceed without a hearing and prepare appropriate court order or correspondence.

Manages and prepares cases for court hearings by tabbing and naming pleadings, composing and preparing historical summations, and researching and providing corresponding cases and other documentation pertinent to the case and/or litigants.

Prepares and maintains court dockets; attends court hearings, taking notes, composing and preparing appropriate orders based on rulings, and providing information to the court as needed; researches statutes and rules and applies basic accounting methods.

Monitors and reviews new legislation, rules and other mandates requiring procedural and/or administrative changes, and implements required changes.

Trains and provides continuing information and assistance to co-workers as needed; and reviews work as needed; provides information to other agencies as requested.

Performs administrative tasks, such as composing and preparing orders, documents, forms and correspondence; or creating and maintaining record systems for efficient case management.

Participates on local communities, councils, and workgroups to exchange information, solve problems, and coordinate services.

Maintains daily, monthly and yearly statistics regarding volume and types of cases handled by program.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers,

words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Persuades or influences others in favor of a service, course of action, or point of view.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous close attention for accurate results or frequent exposure to unusual pressures.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

The impact of errors is moderately serious – affects work unit and affects other units or citizens.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment

regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing or spreadsheets.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in public or business administration, criminal justice, psychology, sociology or a closely social science related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Three years of related experience. Juris doctorate degree may substitute for required experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None