

Probate Case Manager (Part-time)

\$15.00 per hour (up to 20 hours per week)

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

- 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

Please note that due to the funding for this position, the successful applicant will be required to complete paperwork at a temporary agency (payment will also be made through this agency).

Please submit cover letter and resume to:

Court Administration, 19th Judicial Circuit
Attention: Court Administration
250 NW Country Club Drive, Suite 217
Port St. Lucie, FL 34986