

Administrative Offices of the Court Nineteenth Judicial Circuit Court

JOB ANNOUNCEMENT

COURT PROGRAM SPECIALIST II – Problem-Solving Courts

OPS Position

Location: 250 NW Country Club Drive, Port St. Lucie, Florida 34986

Hourly \$17.36

[Section 110.131, F.S., Other Personal Services Temporary Employment](#)

[Section 110.1315, F.S., Alternative Benefits; Other Personal Services Employees](#)

Distinguishing Characteristics of Work

This is professional work assisting in program administration and evaluation within problem-solving court programs in a Circuit Court, such as mental health and drug courts. An employee assigned to a position in this class assists a program manager, senior court program specialist, or court analysts, on a variety of projects and studies - including court preparation and attendance - for monitoring, evaluating, and performing program functions and services. A Court Program Specialist may serve as support staff to various judicial committees or task forces to assist in the analysis of current laws and regulations, and to analyze the effects on the program of changes to laws and regulations. The Court Program Specialist is also responsible for entering, monitoring, and keeping current a data base for caseload management. Working relationships are established with court personnel, professionals associated with the particular program and the general public. Work is performed under the general supervision of a program manager.

Job Description:

The essential function of this position is to assist judges and the drug court manager with the timely disposition of cases through case management, records maintenance, and program implementation. The program specialist is responsible for providing information to litigants and trial court staff, reviewing filings and making referrals to community-based services, managing and preparing cases for court hearings and briefing judges, attending hearings, and other trial court proceedings, maintaining record/filing system, scheduling hearings, and performing related administrative support functions. The position works under general supervision of the drug court manager developing work methods and sequences.

Education and Experience Required:

Education. Bachelor's degree in public or business administration, criminal justice, psychology, sociology or a closely social science related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Experience. Three years of professional administrative analytical related experience. Master's degree may substitute for one year of the required experience. Juris doctorate degree may substitute for two years of the required experience. Additional relevant education may substitute for experience on a year-for-year basis, excluding supervisory experience.

Submit State of Florida Application and Resume to:

HR@circuit19.org

Application Deadline:

Open until Filled

ANY PERSON WITH A DISABILITY WHO REQUIRES A SPECIAL ACCOMODATION
TO PARTICIPATEIN THE APPLICATION/SELECTION PROCESS SHOULD CALL
THE HUMAN RESOURCES DEPARTMENT AT (772) 807-4370 (OPTION 6)