

## **Administrative Offices of the Court**

### **Nineteenth Judicial Circuit Court**

#### **JOB ANNOUNCEMENT**

#### **COURT PROGRAM SPECIALIST II – Family Court**

Location: St. Lucie County Courthouse, Ft. Pierce, FL

Salary: \$3,009.61 Monthly

Posting Closing Date: Open until filled

#### **Job Description**

The essential function of the position within the organization is to assist judges and magistrates with the timely disposition of cases through case management, case monitoring and program implementation. The position 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, training and assisting new departmental personnel, scheduling hearings, and performing related administrative support functions. The position is responsible for collecting and reporting on case/program data and maintaining databases as needed. The position works under general supervision of a court manager developing work methods and sequences.

#### **Education and Training Guidelines:**

**Additional relevant experience may substitute for the recommended educational level on a year-for-year basis and additional relevant education may substitute for the recommended experience 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 and 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.

## **Competencies**

### **Data Responsibility:**

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

### **People Responsibility:**

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

### **Assets Responsibility:**

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

### **Mathematical Requirements:**

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

### **Communications Requirements:**

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

### **Complexity of Work:**

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:**

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

### **Equipment Usage:**

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:**

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

## **Special Comments:**

Preferred experience working in Family Court.

## **How To Apply:**

**Submit resume and State of Florida application to [HR@Circuit19.org](mailto:HR@Circuit19.org)**

The successful applicant will be subject to a criminal background check and employment reference verifications.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, genetic information or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center 772-807-4370 (option 6) Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.