

## **Florida State Courts System Class Specification State Approved Position Description**

**Date:** February 21, 2019

**Closing Date:** Open until filled

**Position Number:** 22011781

**Position Title:** Family Court Manager

**Job Location:** Position may work in any/all County court facilities in Martin, Indian River, St. Lucie and Okeechobee.

**Salary Range:** \$ 4,162.26 (Monthly\*)

\*The successful candidate will be hired at the minimum salary.

### **Job Description:**

#### **General Description**

The essential function of the position within the organization is to manage the programs and operations of a unified family court. The position is responsible for staff supervision; developing and overseeing family court programs; writing and managing contracts and grants; overseeing equipment and inventory; managing family court budgets; evaluating and monitoring casework; developing and administering policy and procedures; and performing related administrative functions, including reporting. The position develops and implements family court programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

#### **Examples of Work Performed**

Supervises staff, including selecting or recommending selection, training, scheduling, assigning and evaluating work, counseling, disciplining, and or recommending termination; and prepares periodic employee performance evaluations.

Plans, directs, coordinates and administers unified family law programs; monitors operation of programs and services to ensure compliance with statutes, laws and established court policy and procedures, and to ensure effective and efficient program operations.

Designs, develops and recommends operational changes to comply with new statutes or rules to achieve more effective and efficient court operations.

Conducts research in matters concerning unified family law activities, including gathering, compiling, analyzing and evaluating data to determine the effectiveness of family court activities.

Designs and develops new unified family law programs and services in collaboration with other court managerial personnel; monitors implementation of programs to ensure adherence to organizational standards, policy and procedures, and to make adjustments as needed.

Establishes and fosters good working relationships and represents the court with outside agencies; meets periodically with unified family court law judges to ensure unified family court staff meets the needs of the judges.

Prepares budgets for the area of responsibility; oversees, reviews and approves expenditures and prepares and monitors program contracts, agreements and grants to sustain programs and operations; ensures fiscal responsibility, approving invoices, travel vouchers and purchasing requests.

Assists staff with complex cases and system problems, including reviewing and auditing files, conducting meetings with litigants, staffing cases, evaluating processes, resolving conflicts and making decisions for appropriate action.

Gathers information/data to support periodic and special reports documenting activities for the area of responsibility; prepares and submits grant reports as required.

Develops program descriptions, position descriptions, program forms and instructions, videos, brochures, operations manuals, training manuals, and other materials to assist employees and the public.

Participates in local and state Unified Family Court related committees, councils and coalitions.

Attends staff, committee and other professional meetings to exchange information; attends technical or professional classes, workshops or seminars to improve professional skills.

## **Competencies**

### **Data Responsibility:**

Directs others in major events and reports on activities and results. Synthesizes or integrates analysis of data and information to discover facts or develop knowledge or interpretations; changes policy; procedures, or methodologies based on new facts, knowledge or interpretation.

### **People Responsibility:**

Directs others by issuing orders and instructions.

### **Assets Responsibility:**

Has the responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing

expenditures of large amounts of monies or supervising the purchasing of high value materials, supplies and equipment.

**Mathematical Requirements:**

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

**Communications Requirements:**

Reads and interprets advanced professional materials; writes extremely complex reports and papers; speaks to high level professional groups.

**Complexity of Work:**

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

**Impact of Decisions:**

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

**Equipment Usage:**

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing, spreadsheets or custom applications.

**Safety of Others:**

Requires considerable responsibility for the safety and health of others.

**Education and Experience Guidelines**

**Education:**

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

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

**Experience:**

Five years of related experience and two years of supervisory experience. Juris doctorate may substitute for up to three years of related experience.

Preference will be given to those with extensive knowledge of the Florida State Courts System.

Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

**Licenses, Certifications, and Registrations Required:**

None

**How to Apply:**

**Submit State of Florida Application, Resume, and References to:** [HR@circuit19.org](mailto:HR@circuit19.org)

**Application Deadline:**

Open Until Filled

For additional information, questions, or concerns, please contact: Human Resources (772) 807-4383

An application must be submitted for the position listing the appropriate class title and position number for which you are applying.

The successful applicant 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, genetic information or disability.

We hire only U.S. citizens and lawfully authorized alien workers.

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.