



Nineteenth Judicial Circuit of Florida

Serving Indian River, Okeechobee, Martin, and St Lucie Counties

Administrative Office of the Courts

JOB ANNOUNCEMENT

POSITION: OPS Court Program Specialist II – Civil- probate/guardianship
Position# TBD (position contingent upon funding)

LOCATION: St. Lucie County Courthouse, Fort Pierce, FL
Position also travels to other locations within the judicial circuit.

SALARY: \$18.30 per hour
*Benefits Package Available

EFFECTIVE DATE: Immediately

General Description

The essential function of the position is to provide assistance to the judiciary in the civil- probate and guardianship divisions with the timely disposition of cases through case management/monitoring, records maintenance, 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, scheduling hearings, and performing related administrative support functions. The position works under the general supervision of the Director of Case Management developing work methods and sequences.

Education and Experience Required

Bachelor's degree in public or business administration, criminal justice, psychology, sociology, or a closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis. Three years of professional, administrative, analytical related experience. A Juris Doctorate degree from an accredited law school may substitute for two years of the recommended experience. Florida State Driver's License required.

How to Apply

Interested applicants should electronically submit a complete application package of the following materials to HR@circuit19.org:

1. Cover Letter
2. Resume
3. State of Florida Application - Please visit www.circuit19.org/about-courts/employment-opportunities to download the application.

Application Deadline: No later than 5:00 PM on January 29, 2023.

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

If you are a person with a disability who requires a special accommodation to participate in the application/selection process please call the Human Resources Department at (772) 807-4370 (option 6)