



## Nineteenth Judicial Circuit of Florida

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

Administrative Office of the Courts

### JOB ANNOUNCEMENT

**POSITION:** Family Court Manager  
Position# 011781

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

**SALARY:** \$53,619.72 Annually  
Benefits Package available

#### General Description

This position serves as the Manager over Family Court Services Pro Se Case Management. The position directly supervises a staff of five case managers to include hiring and termination, performance evaluations, work assignment and review, development of office policies and procedures, trainings and staff development. The position is ultimately responsible for all program operations, efficiencies, performance outcomes and compliance with statutory requirements and court policies and procedures. Some fiscal planning and budget management is required. This position functions independently with direction from Judges and Director of Case Management in assessing program needs, setting priorities and implementing policy. Additionally, this position is responsible for maintaining all program data and for generating monthly and annual reports as required.

#### Education and Experience Required

Bachelor's degree in public or business administration, criminal justice, social work, or closely related field is required. Master's degree in social work or guidance and counseling is desirable. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis. Must possess valid Florida driver's license. Five years of related work experience including two years of supervisory and budget experience along with extensive working knowledge of the Florida State Court System. Juris Doctor degree may substitute for up to three years of related work experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

#### How to Apply

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

1. Cover Letter
2. Resume
3. State of Florida Application - Please visit [www.circuit19.org/about-courts/employment-opportunities](http://www.circuit19.org/about-courts/employment-opportunities) to download the application. **Application Deadline: July 22, 2022.**

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)**