



## 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 – Family Court Division  
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 hourly  
Benefits Package available

#### General Description

The essential function of the position is to provide assistance to judges and the Court Manager 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 Court Manager 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. Master's degree may substitute for one year of the required 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: Open until filled.**

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)**