

Administrative Offices of the Court Nineteenth Judicial Circuit Court

JOB ANNOUNCEMENT

COURT PROGRAM SPECIALIST II – FAMILY COURT

County Location: TBD in either St Lucie, Indian River, Martin, or Okeechobee
County

Pay: \$3,009.61/month; Pay Grade 30; Position Number 010825

This is an anticipated vacancy. Start date for this position: December 27, 2021

Job Description:

The essential function of this position is to assist judges, magistrates, and the court manager with the timely disposition of cases through case management, records maintenance, and program implementation. The program specialist 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:

Education. Bachelor's degree in public or business administration, criminal justice, psychology, sociology, or a closely social science related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

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

Submit State of Florida Application and Resume to:

cochranc@circuit19.org

Application Deadline:

Open until filled

ANY PERSON WITH A DISABILITY WHO REQUIRES A SPECIAL ACCOMODATION
TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS SHOULD CALL
THE HUMAN RESOURCES DEPARTMENT AT (772) 807-4370 (OPTION 6)

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