

Administrative Offices of the Court Nineteenth Judicial Circuit Court

JOB ANNOUNCEMENT

COURT PROGRAM SPECIALIST II OPS Hourly \$17.36

Location: 218 S. 2nd Street, Fort Pierce, FL 34950

Section 110.131, F.S., Other Personal Services Temporary Employment
Section 110.1315, F.S., Alternative Benefits; Other Personal Services Employees

Job Description:

The essential function of this position is to assist judges 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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