

Administrative Offices of the Court Nineteenth Judicial Circuit Court

Court Program Specialist II - Family

\$ 36,115.32 annually

218 S Second Street, Fort Pierce, FL 34950

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 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 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:

HR@circuit19.org

Application Deadline:

Open until filled

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