



## Nineteenth Judicial Circuit of Florida

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

Administrative Office of the Courts

### JOB ANNOUNCEMENT

Location: Port St. Lucie. Position also travels to other locations within the judicial circuit.

### DIRECTOR OF CASE MANAGEMENT

Position Number 012039

Salary: \$81,464.18 annually

\*Benefits Package Available

The primary duties of this position is to lead the overall operations of the Case Management Department within the Nineteenth Judicial Circuit. This position is responsible for overseeing case management services within all divisions including developing and implementing a successful active case management program for civil cases. This includes, but is not limited to, overseeing a staff of case managers responsible for case management and use of best practices for maximizing the resolution of cases. This position directs and controls the work and resources of the department to ensure the Circuit is attaining its objectives as cost-effectively and efficiently as possible. This position is relied upon to develop strategic goals, program resource requirements and process improvement initiatives. This includes overseeing development of new case management procedures and policies, monitoring compliance of case time standards as established by the Florida Supreme Court and local administrative orders, leading in efforts to improve data quality, monitoring case trends and new legislation, and assisting in the ongoing development of case management systems, as well as, providing direct support to the judiciary in resolving cases. This position works in both a supervisory capacity and independently under the general supervision of the Trial Court Administrator and/or designee.

### Examples of Work Performed

Directs and supervises staff, including organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations; reviews and approves timesheets and leave requests.

Oversees research and management of civil cases/files, including monitoring work flow. Directs, organizes, maintains and supervises court docketing, setting hearings and scheduling trials. Reviews motions, answers procedural questions, prepares special orders as required and attends case management conferences and show-cause hearings.

Develops long-range planning goals and objectives. Ensures that appropriate policies are developed to meet the Circuit's mission and objectives to comply with all relevant statutory and court rules.

Promotes and implements plan(s) to improve case processing procedures and classification of DCM case tracks. Prepares administrative orders to include new or amended operational policies and procedures.

Researches new technology tools and assists the Circuit in negotiations with suppliers and case management vendors to secure most effective contract terms and cost-effective methods and approaches.

Schedules, coordinates, and attends meetings with judges and other stakeholders; works on special committees and projects to improve case management services in court cases and to ensure smooth and efficient processing of cases without unnecessary delays or additional hearings.

Provides input and direction to establish and meet annual operational goals and objectives; attends and/or conducts staff, committee, and other professional meetings and conferences to exchange information and update superiors, improve professional skills and stay informed of current trends in the courts.

## Competencies

This position requires basic knowledge of the legal system; court processes and procedures; and the following knowledge, skills, and abilities:

- Analyze court files for completeness of appropriate legal documentation.
- Supervise and work independently.
- Communicate effectively both orally and in writing.
- Establish work priorities.
- Maintain confidentiality concerning sensitive issues before the court.
- Maintain effective working relationships with other court personnel, outside agencies, legal professionals, litigants, and the general public.
- Understand the limitations of services of case management and what constitutes the unauthorized practice of law.
- Understand and often apply legal concepts, laws, and rules of procedure when performing case management tasks.
- Requires leadership skills, excellent organizational skills, and strong project management skills.

Additionally, this position requires the ability to use a personal computer, copy machine, fax machine, scanning device, and multi-line telephone. In addition the position uses applications such as Microsoft Office products and Microsoft Outlook. Must have the ability to learn and use new program software such as Smartbench, Benchmark and E-Docket.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or  
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logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

### Education and Experience Requirements

Bachelor's degree in public administration, business administration, social work, legal studies, or a closely related field. A Master's degree and/or Juris Doctor degree is preferred. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Five years of related work experience, including two years in a supervisory or managerial capacity. Additional relevant education may substitute for the recommended experience on a year for-year basis, excluding supervisory experience.

### Special Comments

The successful applicant will be subject to a criminal background check.

### How to Apply

All information must be submitted through Email to [sanchezj@circuit19.org](mailto:sanchezj@circuit19.org)

This includes a cover letter, resume, a current and complete State of Florida Employment Application. For additional information, please contact Jessica Sanchez at (772) 807- 4371.

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)