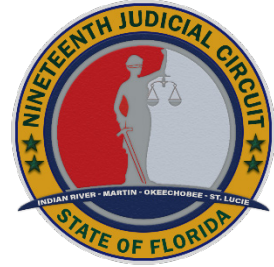


# Nineteenth Judicial Circuit

## Court Administration



# JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

**POSITION TITLE:** Family Court Manager  
**STARTING SALARY:** \$50,882.25 /Annually  
\$4,240.19 / Monthly

**DEPARTMENT:** Family Court Services  
**POSITION NUMBER:** 22011781  
**INTERNAL APPLICANTS ONLY**

### SUMMARY:

This position serves as the Manager over Family Court Services Pro Se Case Management. The position directly supervises a staff of five case managers to include hiring and termination, performance evaluations, work assignment and review, development of office policies and procedures, trainings and staff development. The position is ultimately responsible for all program operations, efficiencies, performance outcomes and compliance with statutory requirements and court policies and procedures. Some fiscal planning and budget management is required.

On a daily basis, the manager will assist staff in general pro se case management, draft court forms, orders and judgments, research and advise on statute changes, manage personnel issues, interact directly with pro se litigants, social service representatives, other offices and agencies, judges, magistrates, hearing officers and managers. This position functions independently with direction from Judges and Director of Case Management in assessing program needs, setting priorities and implementing policy. Attend required FLAG meetings, update BIP lists, parenting class lists, and other resources as necessary. Additionally, this position is responsible for maintaining all program data and for generating monthly and annual reports as required.

### ESSENTIAL DUTIES:

The ideal candidate must possess excellent organizational, communications and managerial skills. The candidate must be a self-starter with knowledge of Florida's Court System, Florida Family Law and the trial court process. Must be able to research, interpret and apply applicable laws, regulations and policies involving family law cases. Five years of related experience and two years of supervisory experience in a family law related organization or related legal social service field is required. Juris Doctorate may substitute for up to three years of related experience.

### MINIMUM QUALIFICATIONS:

Bachelor's Degree in public or business administration, legal studies, social work, psychology or related field is required. Advanced degree preferred. Additional relevant experience may substitute for the recommended education level on a year-for-year basis.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of court processes, legal terminology, family court procedures including dependency
- Knowledge of the principles of file and records management
- Skill in analyzing court files for appropriate pleadings and legal documentation
- Proficient in Microsoft Word, Outlook and Excel
- Ability to work within deadlines to complete projects and assignments
- Ability to use processing, spreadsheets, and database software applications
- Ability to work independently and establish work priorities
- Ability to work in a paperless/file less system
- Ability to prioritize work and communicate effectively verbally and in writing
- Ability to maintain confidentiality concerning sensitive issues before the court
- Ability to interpret, explain and apply laws, rules, policies and procedures
- Ability to work independently and to establish work priorities
- Ability to communicate ideas clearly, concisely and logically, both orally and in writing with a diverse group of people
- Ability to maintain effective working relationships with other court personnel and outside agencies, legal professionals, litigants, and the general public

## **HOW TO APPLY:**

Interested parties should forward a complete packet including: **Cover Letter, Resume, and State of Florida Application** to: **Dawn Boulding, Director of Case Management:** [bouldingd@circuit19.org](mailto:bouldingd@circuit19.org)

## **NOTICE:**

**ONLY INTERNAL APPLICANTS WILL BE CONSIDERED.** Incomplete applications will not be considered. Applications will continue to be received until **5:00 pm Thursday, January 27, 2022.** Internal Applicants will be considered. Submission of an application does not guarantee the applicant an interview. All applicants will be subject to a criminal background check. The Nineteenth Circuit is an Equal Opportunity Employer and does not discriminate.

**If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Court Administration at (772) 807-4370**