

HOW TO APPLY

Submit a current and complete State of Florida Employment Application to the People First Service Center online at <https://peoplefirst.myflorida.com/logon.htm>.

ANTICIPATED VACANCY

**Court Program Specialist II (OPS)
(Veterans Treatment Court Case Manager)**

Position Number: New Position

Annual Minimum Salary: \$17.36 per hour/20-25 hours per week

****The successful candidate will be hired at the minimum salary****

GENERAL DESCRIPTION

The essential function of the position within the organization is to assist judges with the timely disposition of cases through case management/case monitoring. The position is responsible for providing information to litigants and the judiciary, reviewing filings, 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 is responsible for collecting and reporting on case/program data and maintaining databases as needed. The position works under the general supervision of a court coordinator.

Education and Training Guidelines:

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:

- Two years of professional administrative analytical related experience.
- Master's degree may substitute for one year of required experience. Juris doctorate degree may substitute for two years of the required experience.
- Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Licenses, Certifications, and Registrations Required:

None.

Examples of Work Performed:**Veterans Treatment Court Case Manager:**

- Facilitates and participates in veterans court pre-staffings, treatment team meetings, and monthly team meetings
- Reviews veterans court cases at the point of entry into the veterans court program and continues to monitor cases through final disposition
- Completes orientation and required paperwork on each new veteran, to include the completion of the court approved risk assessment tool, if applicable
- Prepares and sends out staffing information to each party prior to the court date
- Attends veterans court to provide information to the judge and other court parties
- Provides assistance to judges in the management of caseloads, maintaining a database for open cases; monitors open cases and advises the judge of cases needing attention
- Reviews and compiles information for judges on pertinent issues to help fully advise the judge prior to scheduled final hearings
- Performs clerical tasks, such as composing and preparing orders, documents, forms and correspondence; or creating and maintaining record systems (database and excel spreadsheets) for efficient case management
- Provides liaison services to other agencies on behalf of the court on veterans issues.
- Ensures mentor program runs effectively by assisting Judge and Lead Mentor with application process, training and activities
- Plans quarterly court graduation activities
- Plans social events for the veterans, as directed by the Judge
- Completes follow up surveys on all veteran graduates
- Produces data reports, as required

The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.

Competencies:**Data Responsibility:**

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and executes determinations or reports on events.

People Responsibility:

Persuades or influences others in favor of a service, course of action, or point of view.

Assets Responsibility:

Requires responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

Complexity of Work:

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous close attention for accurate results or frequent exposure to unusual pressures.

Impact of Decisions:

The impact of errors is extremely serious – affects work unit and affects other units or citizens.

Equipment Usage:

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing or spreadsheets.

Safety of Others:

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

Special Comments:

- Ability to communicate effectively in writing and orally
- Ability to manage multiple projects, priorities, and activities
- Ability to plan, edit, and proofread reports, articles, and other written materials
- Ability to develop and maintain effective working relationships with members of the judiciary, state court personnel and the public
- Must be knowledgeable of court operations and administration
- Must be proficient in the use of Word, WordPerfect and Excel
- Experience in the legal system will benefit the successful applicant
- A criminal background check will be conducted on all finalists
- Must be available to start mid-July, 2018

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.