

## **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>.

Court Program Specialist II  
(Family Law Court)

Annual Minimum Salary: \$47,040.06

Class Code: 7155

Position Number: NEW

## **GENERAL DESCRIPTION**

The essential function of the position within the organization is to assist judges and magistrates with the timely disposition of cases through case management, case monitoring and program implementation. The position 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, training and assisting new departmental personnel, 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 general supervision of a court manager developing work methods and sequences.

### **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:**

- Three 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.

## ***Con't Court Program Specialist II***

### **Licenses, Certifications, and Registrations Required:**

None.

### **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.

## **Con't Court Program Specialist II**

### **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.
- Knowledge of court operations and administration will benefit the successful applicant.
- Must be proficient in the use of Word, WordPerfect and Excel.
- Experience in the legal system will benefit the successful applicant.
- Experience in legal and/or paralegal is preferred.
- A criminal background check will be conducted on all finalists.
- Position available July 1, 2024.
- Position may stay opened until filled.

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.