

HOW TO APPLY

Submit a current and complete State of Florida Employment Application via e-mail to Watkinsp@leoncountyfl.gov:

Paula Wright (Watkins)
Chief Deputy Court Administrator
Office of Court Administration
Leon County Courthouse
301 S. Monroe Street, Room 225
Tallahassee, FL 32301
E-mail: Watkinsp@leoncountyfl.gov

Should you have any questions regarding the position, please contact Kendra Brown at 850-606-4438 or BrownKen@leoncountyfl.gov

CRIMINAL COURT COORDINATOR
Leon County–funded position with Leon County benefits
Florida Retirement System participation
Annual Salary: \$61,000.00

DEADLINE TO APPLY: March 10, 2026

GENERAL DESCRIPTION OF DUTIES

The position's essential function within the organization is to coordinate and manage criminal court processes within the Office of Court Administration of the Second Judicial Circuit of Florida. The position is primarily responsible for circuit-wide case management of cases involving defendants diagnosed with a mental illness, intellectual disability, or neurocognitive disorders. The individual in this position will assist Judges and stakeholders with the case disposition process to help maximize efficiency and efficacy within the criminal justice system. The position works under the general supervision of the Director of Criminal Case Management, while independently developing and implementing work methods and sequences.

ESSENTIAL JOB FUNCTIONS

(Employees may also perform other assigned functions not listed here.)

- Develops, implements, and manages mental health protocols within the circuit; serves as liaison between the judiciary, attorneys, other criminal justice agencies, treatment providers, expert witnesses, detention facility staff, and various community agencies.
- Manages projects of responsibility in compliance with applicable guidelines and regulations.
- Drafts evaluation orders, conditional release and mental health probation plans, commitment orders, orders to transport, and other orders requiring a judge's signature.
- Researches, collects, and analyzes relevant mental health caseload data; handles judicial, state, county, and public information requests pertaining to court mental health caseloads.
- Develops and maintains working relationships with stakeholders and their agency leaders.

- Prepares for court dockets; reviews participant files; updates dockets; makes recommendations; and attends court hearings.
- Attends court sessions and/or hearings and enters notes into database.
- Attends and conducts bi-weekly mental health staffing and other professional meetings to exchange information.
- Attends technical or professional workshops or seminars to improve professional skills.
- Performs related work as required.

MINIMUM EDUCATION AND EXPERIENCE GUIDELINES

Bachelor's degree in psychology, social work, criminal justice, or a closely related field with at least 3 years of professional experience working within mental health, social work, or criminal justice systems.

An associate degree and 5 years of related work experience may substitute for the bachelor's degree.

A master's degree in an area cited above may substitute for the years of professional experience.

Knowledge of any of the following areas is preferred:

- Criminal justice system and Florida Criminal Statutes with regard to mental health and intellectual disability
- Function and jurisdiction of the court
- Community/private mental health and substance abuse treatment providers

COMPETENCIES/RESPONSIBILITIES

Data Responsibility

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

People Responsibility

Instructs or trains others through explanation, demonstration, and supervised practice.

Mathematical Requirements

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols. Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use, descriptive statistics; will use logic and set theory to understand, develop and manage relational databases.

Communications Requirements

Involves the ability to read, write, listen, and speak. Reads and interprets advanced professional materials; speaks to high level professional groups.

Complexity of Work

Performs work involving the application of principles of logical thinking, scientific, or legal practice to diagnose or define problems, collect data and solve abstract problems with

widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Impact of Decisions/Errors

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

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.