

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 (Pandemic Recovery)

OPS, Full-time Position (40 hours a week)

Hourly Rate: \$18.30 (Negotiable based upon experience)

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 and program implementation. The position is responsible for providing information to litigants and trial court staff; reviewing files, managing and preparing cases for court hearings, 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 the Program Coordinator 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.

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Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

The ideal candidate will have the ability to exercise a high degree of judgment, tact, and diplomacy, be self-motivated and have the ability to work both independently and in a team setting.

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.

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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:

- Knowledge of civil case proceedings, procedures, and court rules.
- 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, and in the legal system will benefit the successful applicant.
- Must be proficient in the use of Word, WordPerfect and Excel.
- Paralegal or legal experience is preferred.
- A criminal background check will be conducted on all finalists.
- An application addendum is required for final applicants
- Position available immediately.
- Position is planned to be opened until filled.
- This position is subject to legislative appropriations. Currently, the funding is available from July 1, 2023 – June 30, 2024. However, funding will be reviewed annually to ensure appropriations are available for the next fiscal year.

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.