

VACANCY ANNOUNCEMENT FOURTEENTH JUDICIAL CIRCUIT



Position: Court Program Specialist II
Position#: 22011739
Salary: \$3,805.83 Monthly / \$45,669.98 Annually
Location: Bay County

GENERAL DESCRIPTION

The essential function of the position is to provide case management in the areas of Drug Court and criminal court. This position will be responsible for screening prospective participants, data entry and statistical reporting, monitoring program budget, and ensuring compliance and performance. The Court Program Specialist II works independently under the supervision of the Drug Court Manager.

EXAMPLES OF WORK PERFORMED

(Omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.)

- ◆ Designs and develops data programs for criminal case management;
- ◆ Maintains current data and conducts regular data entry on all defendants and cases under review by criminal case management;
- ◆ Designs and develops data programs for criminal case management;
- ◆ Maintains detailed and effective filing system on defendants;
- ◆ Conducts drug testing analysis as needed;
- ◆ Assists with interviews and screenings in office or in correctional facilities;
- ◆ Orders office and laboratory supplies for Drug Court and criminal case management;
- ◆ Updates and distributes various brochures, manuals and publications for the public and/or drug court team members;
- ◆ Reviews all invoices for professional treatment services, other related services, and supplies for accuracy; and
- ◆ Compiles and analyzes data and prepares reports as requested.

EDUCATION

Bachelor's degree in business administration, criminology, social work, law, or a closely related field. Additional relevant experience may substitute for the recommended education level on a year-for-year basis.

EXPERIENCE

Three years of professional, administrative, analytical related work experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis. A Juris Doctorate degree from an accredited law school may substitute for up to two years of related work experience.

COMMENTS

- ▶ Proficiency in Word, Excel, Outlook, and PDF applications is required. Knowledge of criminal court procedures and a general understanding of the judicial system is preferred.
- ▶ The successful applicant will be subject to a criminal background check.
- ▶ If you need an accommodation to participate in the application process, please contact the person at the number indicated below. If you are hearing impaired, please dial 711.

SEND AN ORIGINAL 14TH JUDICIAL CIRCUIT OR STATE OF FLORIDA APPLICATION AND VERIFICATION OF EDUCATION TO:

MAIL TO:
Doug Williams
Court Administration
P.O. Box 1089
Panama City, FL 32402

Phone: (850) 767-3550
Website: www.jud14.flcourts.org
Email: HumanResources@jud14.flcourts.org

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***Position Closes
September 6, 2023***