

VACANCY ANNOUNCEMENT Fourteenth Judicial Circuit



Position: Court Program Specialist II
Family Law

Position # 22011821

Salary: \$3,171.53 per month (\$38,058.32 annually)

GENERAL DESCRIPTION

The essential function of this position is to assist Family Court judges with the timely disposition of family law cases through case management, case monitoring, and program implementation. The position is responsible for providing information to pro se litigants, reviewing filings of pro se litigants, managing and preparing cases for court hearings, briefing judges, scheduling hearings, and performing related clerical functions. This position works under the supervision of the Family 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.)

- ◆ Assists pro se litigants by providing case status information, applicable rules of procedure and statutes, and referrals to appropriate community agencies; and review pro se filings for judges, magistrates, and hearing officers;
- ◆ Reviews, manages, and prepares pro se cases for court hearings and schedules hearings as needed;
- ◆ Reviews pending cases, prepares dockets, and attends Judicial Case management Conferences, Show Cause hearings, and lack of prosecution hearings;
- ◆ Performs administrative tasks, such as composing and preparing orders, checklists, and correspondence; and create and maintain systems for efficient case management; and
- ◆ Maintains daily, monthly, and yearly statistics, as needed.

EXPERIENCE AND EDUCATION

Three years of professional, administrative, analytical related work experience. Bachelor's degree in public administration, business administration, criminal justice, psychology, sociology, or a closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

COMMENTS

- ◆ 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.
- ◆ The successful applicant will be subject to a criminal background check.
- ◆ Retirement, Health and Life Insurance are available with other benefits.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, gender, national origin, genetics, veterans' status, disability, or any other status protected under federal, state, or local law.

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

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

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

Closing Date:

Open Until Filled