

VACANCY ANNOUNCEMENT

Fourteenth Judicial Circuit



**Position: Court Program Specialist II
Early Childhood Court**

Position # 012093

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

GENERAL DESCRIPTION

The essential function of the position is to assist the Early Childhood Courts (ECC) Program with the timely disposition of cases through case management. The position is responsible for providing information to litigants and trial court staff; reviewing files; coordinating community-based services; managing and preparing cases for team meetings and court hearings; and attending hearings and other trial court proceedings. The position works independently under the supervision of the Early Childhood Court Program Coordinator.

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.)

- Identifies families in the dependency system that are eligible for ECC and coordinates with them to provide intake into the ECC program.
- Coordinates, schedules, and conducts meetings for participants in Early Childhood Court.
- Staffs cases, attends court hearings and team meetings, and communicates with ECC Program Coordinator for recommendations to Court;
- Communicates with local lead community care agencies, Department of Children and Families, Children's Legal Services, and Judiciary to keep them informed of programs and services;
- Collaborates with Children's Legal Services to review hearings and assures all necessary parties are informed of required hearings; and
- Assists in researching and coordinating community-based services for program participants.

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

- 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.
- Health and Life Insurance are available with other benefits.

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

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

Email:
HumanResources@jud14.flcourts.org
Phone: (850) 767-3550
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Closing Date:
May 12, 2023