

VACANCY ANNOUNCEMENT
Fourteenth Judicial Circuit
www.jud14.flcourts.org
This Posting is for Two Vacancies



Position: Criminal Case Manager
Salary: \$1,756.80 Bi-weekly
Location: Bay County

GENERAL DESCRIPTION

This position is a Bay County position supervised by the Trial Court Administrator in the Fourteenth Judicial Circuit. The essential function of these positions is to develop and implement activities for case management to ensure the timely resolution of criminal cases in Bay County. Duties include facilitating differentiated case management, analyzing case file information, attending court proceedings, and preparing statistical reports for judges in Circuit Court.

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.)

- ▶ Develops case management processes to ensure cases are handled in an efficient and effective manner;
- ▶ Maintains and analyzes current statistical data and case file information on assigned cases by court division;
- ▶ Prepares reports on case flow processes for judges;
- ▶ Attends court proceedings as required and maintains relevant case notes regarding continuances and delays;
- ▶ Makes referrals for defendants to Drug Court, Veterans' Treatment Court, and Therapeutic Justice Court;
- ▶ Participates in workgroups to exchange information, coordinate services, and resolve issues related to jail population, case flow management, and court processes;
- ▶ Develops and maintains working relationships with judges, clerks, attorneys, law enforcement, and other criminal justice stakeholders; and
- ▶ Other duties as assigned.

EDUCATION

Bachelor's degree in public administration, criminal justice, psychology, sociology, business administration, or a closely related field (additional relevant experience may substitute on a year-for-year basis).

EXPERIENCE

Three years of professional, administrative, analytical related work experience. A Juris Doctorate degree from an accredited law school may substitute for two years of the recommended experience.

COMMENTS

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

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

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

Closing Date :
Open Until Filled