

THE STATE OF FLORIDA



STATE COURT SYSTEM

JOB OPPORTUNITY BULLETIN

POSITION TITLE: Court Program Specialist I

OPEN DATE: 9-26-19

CLOSE DATE: OPEN UNTIL FILLED

POSITION NUMBER: 9973

SALARY: \$ 2,526.67 monthly

JOB LOCATION: 5th Judicial Circuit

HEADQUARTERS: Bushnell, FL

Distinguishing Characteristics of Work

This is professional work assisting in program administration and evaluation within the Family Court Case Management Office. An employee assigned to a position in this class may also assist the Family Court Manager on a variety of projects, studies and reports for monitoring, evaluating and improving program operations and services, as necessary. The employee is also responsible for the management of court cases referred to the Family Court Case Management Office. These duties may include, but are not limited to: reviewing files; scheduling of Judges/General Magistrate dockets; preparing files for dockets, including preparing orders/judgments and other documents necessary for hearings; drafting correspondence and drafting and preparing other necessary orders associated with cases referred to the office. Working relationships are established with court personnel, professionals associated with the particular program and the general public. This position will assist the child support hearing officer, as needed. Work is performed under the general supervision of the Director of Case Management.

Education and Training Guidelines

A bachelor's degree from an accredited four-year college or university and two years of experience in program administration or program evaluation.

A master's degree may substitute for the recommended experience.

Progressively responsible experience in program administration or evaluation and/or legal assisting/paralegal work may substitute for the recommended college education on a year for year basis.

Knowledge, Skills, and Abilities

Knowledge of and ability to use correct English grammar, spelling, and punctuation. Knowledge of and ability to perform basic mathematical operations and simple statistics. Ability to plan and prepare reports, correspondence, and charts in a variety of formats. Ability to use a personal computer and word processing applications such as Word, and spreadsheets. Ability to organize work, establish priorities, and meet deadlines. Ability to organize and /or automate office procedures and maintain an effective filing system. Ability to manage multiple assignments including long and short-range projects. Ability to communicate effectively. Ability to deal tactfully with the public. Ability to use independent judgment and discretion concerning confidential information.

Submit a current State of Florida application, **found on our website at circuit5.org**, and verification of required education (i.e., copy of high school diploma, copy of college degree or college transcripts) to:

Robin Hamel, Human Resources Consultant



* CITRUS * HERNANDO * LAKE * MARION * SUMTER *

Office of the Trial Court Administrator
P.O. Box 7800
Tavares, FL 32778
(352) 253-1607
Applications can be emailed to: rhamel@circuit5.org

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 352-742-4221. PERSONS USING A TDD MAY CALL THE CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE AT 1-800-955-8771



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