

THE STATE OF FLORIDA



STATE COURT SYSTEM

JOB OPPORTUNITY BULLETIN

POSITION TITLE: OPS Court Program Specialist II

OPEN DATE: 5-23-2022

CLOSE DATE: Open Until Filled

POSITION NUMBER: NA

SALARY: \$18.30 per hour

JOB LOCATION: 5th Judicial Circuit

HEADQUARTERS: TBD-Multiple positions/various counties

Distinguishing Characteristics of Work

This is professional work assisting in program administration and evaluation of Circuit Civil and County Civil cases based on the Differentiated Case Management System. An employee assigned to a position in this class may also assist Court Administration 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 and review of circuit civil and county civil cases assigned to the Circuit and County Judges of the Fifth Judicial Circuit. These duties may include but are not limited to: reviewing files; preparing case management orders, 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. 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.

July 1, 2022 until June 30, 2023, subject to renewal as part of the Judicial Branch annual budget

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:



* CITRUS * HERNANDO * LAKE * MARION * SUMTER *

Robin Hamel, Human Resources Consultant
Office of the Trial Court Administrator
(352) 272-1451
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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