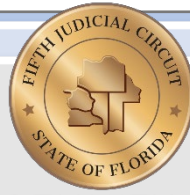


THE STATE OF FLORIDA



STATE COURT SYSTEM

JOB OPPORTUNITY BULLETIN

POSITION TITLE: OPS Court Program Specialist II

OPEN DATE: 08-23-2022

CLOSE DATE: Open Until Filled

POSITION NUMBER:

SALARY: \$ 18.30/hour -Click here for [Benefits](#)

JOB LOCATION: Marion/Sumter

HEADQUARTERS: TBD

Distinguishing Characteristics of Work

This is administrative work assisting Judges and Magistrates assigned to the dependency docket and/or the Early Childhood Court (ECC) in the Fifth Judicial Circuit. This position will work with the Judge/General Magistrate and the Program Coordinator. This position will work on the timely disposition of dependency and ECC cases through case management, case monitoring and program implementation. The position is responsible for providing information to judicial officers and trial court staff by reviewing filings and the status of pending cases. This position will be responsible for maintaining record/filing systems and performing related administrative support functions. The position is responsible for collecting and reporting on case/program data and maintaining databases as needed. This Court Administration position works under general supervision of the Director of Case Management.

Education and Training Guidelines

A bachelor's degree in public or business administration, criminal justice, legal assisting, child development, social work, psychology, sociology or a social science-related field, from an accredited four-year college or university.

An associate degree in public or business administration, criminal justice, legal assisting, child development, social work, psychology, sociology or a social science-related field, from an accredited college or university and two years of experience program evaluation.

Three years of professional administrative or analytical-related 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

Ability to work collaboratively with multidisciplinary group

Ability to work with people of diverse educational, professional, socioeconomic, and ethnic backgrounds

Ability to work effectively across agencies and disciplines

Ability to work independently



* CITRUS * HERNANDO * LAKE * MARION * SUMTER *

Knowledge of and ability to use correct English grammar, spelling, and punctuation.
Ability to plan and prepare reports, correspondence, and charts in a variety of formats.
Ability to use a personal computer and related applications such as Word, spreadsheets and report generators.
Ability to utilize case management systems, data bases, and other computer-based tools associated with processing of cases.
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 communicate effectively.
Ability to deal tactfully with the public.
Ability to use independent judgment and discretion concerning confidential information.

Preferred

Experience related to the different functions within the dependency system.
Knowledge of issues related to child abuse and neglect
Knowledge of juvenile and family court functions

Submit a current application (Found at Circuit5.org under Careers) and verification of required education (i.e., copy of high school diploma, copy of college degree or college transcripts) to:

Office of the Court Administrator
Robin Hamel, Human Resources Consultant
P.O. Box 7800
Tavares, FL 32778
(352) 253-1607

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

