



**HERNANDO COUNTY, FLORIDA BOCC  
invites applications for the position of:**

## **Court Program Specialist I**

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**SALARY:** \$16.32 Hourly  
**DEPARTMENT:** Court Services  
**OPENING DATE:** 10/24/22  
**CLOSING DATE:** 02/06/23 01:55 PM  
**DESCRIPTION:**

Professional work assisting in Treatment Courts and providing program evaluation to the office of the Trial Court Administrator. Work is performed under the general supervision of the Director of Case Management.

### **EXAMPLES OF DUTIES:**

- Responsible for interacting with program participants and assisting in their progress.
- Responsible for maintaining databases, ensuring accurate and thorough data is input. Serves the court by collecting and reporting on case/program data, facilitating referrals, interacting with other Courts System personnel, judges, and the community to facilitate case management and performing related clerical functions.
- Responsible for providing recommendations in staffing to the Judge, along with stakeholders from legal counsel and treatment.
- May serve as support staff to various judicial committees or task forces to assist in the analysis of current laws and regulations and to analyze the effects on the program of changes to laws and regulations.
- Will be cross-trained to provide coverage when needed to other courts, i.e. Veterans Treatment Court, Mental Health Court, Drug Court, and Youth Court.
- Develops working relationships with court personnel, and stakeholders.
- Appearance in Court is regularly required.
- Regular attendance, professional appearance, and punctuality with flexible hours as required by court schedule.
- Other duties as assigned.

### **TYPICAL QUALIFICATIONS:**

#### Minimum Qualifications

- Graduation from an accredited four-year college or university with a major in public or judicial administration, business, education, social work, or a related social science.
- Two (2) years of experience in program administration or program evaluation.
- Progressively responsible experience in program administration or evaluation may substitute for the recommended college education on a year for year basis.

### Licenses, Certifications or Registrations

Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.

### Special Requirements

County employees are required to report for work during a state of emergency and are subject to recall around the clock for emergency response operations which may include duties other than those specified in this job description

### Required Competencies

- Knowledge of
  - the law and the division to which assigned.
  - the methods and techniques of program planning, administration, and evaluation.
- Ability to
  - communicate clearly, concisely and logically.
  - make sound independent judgments.
  - make effective presentations.
  - conduct research and compose technical reports.
  - establish and maintain good working relationships with fellow employees, other agencies, and the public.
  - conduct basic financial and bookkeeping functions.
- Proficiency with software programs such as Excel, Word, Power Point and other processing software.
- Good written and verbal communication skills.

## **SUPPLEMENTAL INFORMATION:**

### Physical Demands

While performing the duties of this job, the employee will occasionally be required to sit, and to lift up to 15 pounds; regularly be required to use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and will frequently be required to stand, walk, talk or hear. Vision requirements are close and distance vision, depth perception, and ability to adjust focus.

### Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job the employee will occasionally be exposed to outdoor weather conditions. The noise level for this environment is moderate.

Pay Grade: 211

FLSA: Non-Exempt

Bargaining Unit: Teamsters Local 79

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.hernandocounty.us/home>

Position #13874  
COURT PROGRAM SPECIALIST I  
KD

15470 Flight Path Drive  
Brooksville, FL 34604

(352) 754-4817

[kdale@co.hernando.fl.us](mailto:kdale@co.hernando.fl.us)

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## Court Program Specialist I Supplemental Questionnaire

- \* 1. Do you possess a four-year college degree with a major in public or judicial administration; business, education, social work, or a related social science?  
 Yes    No
  
- \* 2. Do you have at least two (2) years of experience in program administration or program evaluation?  
 Yes    No
  
- \* 3. Are you knowledgeable in the methods and techniques of program planning, administration, and evaluation?  
 Yes    No
  
- \* 4. Which of the following describes your highest level of Microsoft office (Microsoft word, Excel, Powerpoint) proficiency?  
 Basic  
 Intermediate  
 Advanced  
 I do not have enough skills to meet the definition of Basic
  
- \* 5. Do you have the ability to conduct research and compose technical reports?  
 Yes    No
  
- \* 6. Do you have the ability to communicate clearly, concisely, and logically both in written and oral form?  
 Yes    No
  
- \* 7. Do you have the ability to establish and maintain good working relationships with fellow employees, other agencies, and the public?  
 Yes    No
  
- \* 8. Do you possess a valid Florida Driver's License in good standing?  
 Yes  
 No
  
- \* Required Question