



Marion County Board of County Commissioners

POSITION DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

COURT PROGRAM SPECIALIST

Department: Court Administration
Pay Grade: 107
FLSA Status: Non-Exempt
Job Class: 6241
Risk Code: 8820

JOB SUMMARY

Responsible for performing complex administrative and professional duties and assisting in the administration of the Marion County Problem-Solving Courts.

ESSENTIAL JOB FUNCTIONS

- Coordinates and oversees the Specifically assigned Problem Solving Court programs.
- Oversees the maintenance of a current database of participants assigned to the court programs and serves the court by collecting and reporting on program data.
- Facilitates court referrals to the programs and by performing related clerical functions.
- Establishes and maintains official documents and records in appropriate files.
- Reviews program files and orders for accuracy, format compliance, and completeness.
- Assists judges and other court personnel by performing case management and reporting findings in court on a weekly or bi-weekly basis.
- Prepares reports and correspondence requested by the manager, wherein information must be obtained and compiled from a variety of sources.
- Distributes incoming mail.
- Manages assigned projects, studies, and reports for monitoring, and remains responsible for evaluating and suggesting improvements to program operations and services based on findings.
- May answer phone calls or receive visits or calls regarding complaints which may be resolved or referred to proper person for resolution.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position may be responsible for directly supervising clerical, part-time, temporary, or community service workers on a partial, part-time, or temporary basis, depending on area of assignment. Responsibilities include providing on-the-job training, and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Public/Judicial Administration, Business, Education, Social Work, Criminal Justice, or related social science or equivalent; and two (2) years' experience preferred in program administration and/or program evaluation; or any court related field; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Notary Public certification may be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and draw and interpret bar graphs.
- Ability to apply common sense understanding to carry instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to explain records and procedures to others as a lead worker.
- Ability to exercise judgment regarding use of equipment, tools, or materials.
- Knowledge of the methods and techniques of program planning, administration, and evaluation.
- Knowledge of business English, spelling, and punctuation.
- Knowledge of office practices, procedures, and equipment.
- Knowledge of departmental functions and organizational structure.
- Ability to work efficiently and accurately in an atmosphere of frequent interruptions.
- Ability to understand and interpret pertinent policies and procedures clearly and accurately.

- Ability to establish and maintain effective working relationships with supervising personnel, co-workers, subordinates, the media, representatives from all levels of government, civic organizations, business professionals, and the general public.
- Ability to project a positive image to the public.
- Ability to conduct research and compose technical reports.
- Ability to work with minimal supervision and recognize and establish work priorities.
- Ability to handle sensitive matters with integrity and confidentiality.
- Ability to perform complex administrative support assignments requiring considerable exercise of independent judgment.
- Ability to remain calm in stressful situations. Ability to handle individuals who are under stress with courtesy, tact, and patience.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle, or feel, reach with hands and arms; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*