

Administrative Offices of the Court Nineteenth Judicial Circuit Court

JOB ANNOUNCEMENT

COURT PROGRAM SPECIALIST II – FAMILY COURTS

Location: 250 NW Country Club Drive, Port St. Lucie, Florida 34986

Salary: \$3,009.61 monthly plus benefits; Pay Grade 20; Position Number 010808

Successful candidate will be hired at the minimum salary for the position

Job Description:

The essential function of this position is to assist Martin and Okeechobee County family judges, general magistrate and the family court manager with the timely disposition of cases through case management, records maintenance, and program implementation. The position is responsible for providing information to pro se litigants and trial court staff, reviewing filings, case screenings, managing and preparing cases for court hearings and briefing judges, attending hearings, and other trial court proceedings, maintaining record/filing system, scheduling hearings, and performing related administrative support functions. The position works under general supervision of the family court manager developing work methods and sequences.

Education and Experience Required:

Education. Bachelor's degree in public or business administration, criminal justice, psychology, sociology or a closely social science related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Experience. Three years of professional administrative analytical related experience. Master's degree may substitute for one year of the required experience. Juris doctorate degree may substitute for two years of the required experience. Additional relevant education may substitute for experience on a year-for-year basis, excluding supervisory experience.

Submit State of Florida Application and Resume to:

HR@circuit19.org

Application Deadline:

7/16/2018

ANY PERSON WITH A DISABILITY WHO REQUIRES A SPECIAL ACCOMODATION
TO PARTICIPATEIN THE APPLICATION/SELECTION PROCESS SHOULD CALL
THE HUMAN RESOURCES DEPARTMENT AT (772) 807-4370 (OPTION 6)