



Nineteenth Judicial Circuit of Florida

Serving Indian River, Martin, Okeechobee, and St Lucie Counties

Administrative Office of the Courts

JOB ANNOUNCEMENT

POSITION: Family Court Manager
Position# 011781

LOCATION: St. Lucie County Courthouse, Fort Pierce, FL
Position also travels to other locations within the judicial circuit.

SALARY: \$56,300.71 annually
Full-Time; Benefits Package Available; FRS Retirement

EFFECTIVE DATE: Immediately

General Description

This position serves as the Manager over Family Court Services Pro Se Case Management. The position manages the programs and operations of a unified family court and is responsible for supervising staff; developing and overseeing family court programs; managing family court budgets, evaluating and monitoring casework; performing related administrative functions; as well as maintaining all program data and for generating monthly and annual reports as required. This position functions independently with direction from Judges and the Director of Case Management in assessing program needs, setting priorities, developing and administering policies and procedures.

Education and Experience Required

Education - Bachelor's degree in public or business administration, criminal justice, social work, or closely related field. Master's degree in social work or guidance and counseling is desirable. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Experience - Five years of related work experience, including two years of supervisory and budget experience along with extensive working knowledge of the Florida State Courts System. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience. Juris Doctor degree may substitute for up to three years of related work experience. Valid Florida State Driver's License required.

How to Apply

Interested applicants should electronically submit a complete application package of the following materials to HR@circuit19.org:

1. Cover letter and resume
2. Five hundred (500) word essay on family court
3. State of Florida Application - Please visit www.circuit19.org/about-courts/employment-opportunities to download the application. **Application Deadline: Friday, November 3, 2023**

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace. The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

If you are a person with a disability who requires a special accommodation to participate in the application/selection process please call the Human Resources Office at (772) 807-4370 (option 6)