



Nineteenth Judicial Circuit of Florida

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

Administrative Office of the Courts

JOB ANNOUNCEMENT

- POSITION:** Court Program Specialist II – Problem Solving Courts
County-Funded
- LOCATION:** St. Lucie County Courthouse, Fort Pierce, FL
Position also travels to other locations within the judicial circuit.
- SALARY:** \$38,058.32 Annually
Benefits Package available

General Description

The essential function of the position within the organization is to assist judges and the Court Operations Consultant with the timely disposition of cases through case management, case monitoring, and program implementation. The position is responsible for providing information to litigants and trial court staff, reviewing filings and making referrals to community-based services, 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 is responsible for collecting and reporting on case/program data and maintaining databases as needed. The position works under direct supervision of the Court Operations Consultant, developing work methods and sequences. Frequent travel throughout the Nineteenth Circuit will be required and mileage reimbursement will be provided.

Education and Experience Required

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 working in the field of addiction and/or mental health, to include co-occurring disorders. Knowledge of program implementation and the criminal court process is preferred. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience. Florida State Driver's License required.

How to Apply

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

1. Cover Letter
2. Resume
3. State of Florida Application - Please visit www.circuit19.org/about-courts/employment-opportunities to download the application. **Application Deadline: October 7, 2022.**

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace. Also, 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 Department at (772) 807-4370 (option 6)