



## Nineteenth Judicial Circuit of Florida

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

Administrative Office of the Courts

### JOB ANNOUNCEMENT

January 9, 2024

**POSITION:** Program Coordinator - Civil  
County Position# 041528

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

**SALARY:** \$58,552.80 annually  
Full-Time, Benefits package available

**EFFECTIVE DATE:** Immediately

#### General Description

The essential function of this position is to oversee case management in the civil divisions of the Nineteenth Judicial Circuit by the creation and implementation of case management procedures. This includes, but is not limited to, the circuit civil divisions, county civil divisions, small claims divisions, foreclosure divisions, probate divisions and guardianship divisions. The position is responsible for supervising staff, planning, training, program development and implementation, complying with policy and procedures, administering related budgets, and performing related administrative functions. The position may carry an individual case load in addition to the administrative duties assigned to this position. The position works independently, reporting major activities through periodic meetings. The position works under general supervision of the Director of Case Management, developing work methods and sequences.

#### Education and Experience Required

**Education** - Bachelor's degree in business administration, criminology, social work, law or a closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

**Experience** - Four years of related work experience, including two years of supervisory experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervising experience. Valid Florida State Driver's License required.

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**Application Deadline: January 19, 2024.**

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)**