



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

POSITION TITLE: Court Program Specialist II - OPS
STARTING SALARY: \$17.36/hour (30 hours/week)

DEPARTMENT: Family Court

SUMMARY:

This position is responsible for developing and employing effective case management procedures that assist with the identification and coordination of Unified Family Court. The Court Program Specialist II serves as a liaison between the judiciary and court administration while working under direct supervision of the Family Court Manager and is reviewed through reports, conferences, and results achieved.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Criminal Justice, Public or Business Administration, Psychology, Sociology or closely related field and three (3) years of experience working in a business or court setting; or equivalent combination of related training and experience.

ESSENTIAL DUTIES:

Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.

- Provides court case management services and other assistance to the judiciary and general magistrates of the Unified Family Court Division. Screens and identifies possible cases for Unified Family Court, monitors the movement of court cases from point of initiation to disposition; exercises independent judgment and initiative
- Researches case histories, compiles statistical data, attends court, sets mandatory case conferences
- Communicates with attorneys and interested parties regarding additional requirements or documents needed to advance the administration of the case.
- Manages and prepares cases for court hearings by tabbing and naming pleadings, composing and preparing historical summations, calculating child support guidelines, researching and providing corresponding cases and other documentation pertinent to the case and/or litigants
- Assists with domestic violence cases as needed
- Assists litigants in person, by telephone and via correspondence, providing case status information, rules of civil procedures and statutes, reviews pro se filings for judges
- Provides referrals to appropriate community agencies
- Interacts and establishes relationships with judges, government officials, court staff, paralegals and professionals associated with Unified Family Court and the general public
- Other duties assigned by the Family Court Manager, Judges, or Chief Deputy Court Administrator

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the legal system, family court procedures, legal terminology
- Skill in analyzing court files for appropriate pleadings and legal documentation
- Ability to work independently and to establish work priorities
- Ability to communicate ideas clearly, concisely and logically, both orally and in writing with a diverse group of people
- Ability to maintain confidentiality concerning sensitive issues before the court
- Ability to use word processing, spreadsheets, and database software applications
- Ability to maintain effective working relationships with other court personnel and outside agencies, legal professionals, litigants, and the general public
- Ability to interpret, explain and apply laws, rules, policies and procedures

- **Must be extremely computer literate and able to work in a paperless/fileless system**

HOW TO APPLY:

Interested parties must electronically send the completed application package to:

Tammy Anton, Chief of Personnel Services: CAD-Recruiting@pbcgov.org

The completed package must include the following:

- Cover Letter
- Resume
- State of Florida Application available at:
www.floridasupremecourt.org/employment/application_writeable.pdf

NOTICE:

Incomplete applications will not be considered. Applications will continue to be received until the position is filled. Submission of an application does not guarantee the applicant an interview. Applicants will be subject to a criminal background check. The Fifteenth Circuit is an Equal Opportunity Employer and does not discriminate.

If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Tammy Anton, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call “711.”