



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

POSITION TITLE: Court Program Specialist II (Foreclosure)

STARTING SALARY: \$36,115.32 (Annually)

DEPARTMENT: Court Administration

PAY GRADE: 20

POSITION NUMBER: 22011822

SUMMARY:

The essential function of the position is to provide case management in the area of foreclosure. Assist judges with timely disposition of cases through case management, case monitoring and program implementation. The position is responsible for collecting and reporting on case data and works under general supervision of a Court Operations Manager.

MINIMUM QUALIFICATIONS:

Bachelor's degree in public or business administration, criminal justice, psychology, sociology or a closely social science related field. Three years of professional administrative analytical related experience or a combination of education and training.

ESSENTIAL DUTIES *(the omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification):*

The duties of this position are to conduct case review and present data to judges. Work with the Court Administrative staff to analyze trends and prepare statistical reports. Composing and maintaining court orders, correspondence, memoranda, reports, e-mails and other documents. Schedule court hearings. Provide administrative assistance in the area of foreclosure. Exercise independent judgment and initiative; establish working relationships with judges, court personnel, professionals associated with the legal community and the general public.

KNOWLEDGE SKILLS AND ABILITIES:

Exceptional written and verbal communication skills. Knowledge of the foreclosure process and the documents filed at various states of foreclosure proceedings. Knowledge of court procedures and understanding of basic legal terminology. Must be highly organized; demonstrate close attention to detail and the ability to work in stressful situations. Must have a demonstrated ability to interact with a diverse set of people in an open and friendly manner. Must be proficient in Microsoft Office (Word, Excel, Outlook, etc.). Ability to maintain confidentiality.

HOW TO APPLY:

Interested parties should electronically submit an application package consisting of a:

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

The application package must be submitted to: **Chief of Personnel, Tammy Anton**, at CAD-Recruiting@pbcgov.org.

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. We are an Equal Opportunity Employer. We do not discriminate against any of the protected classes.

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."