



# Administrative Office of the Courts

## JOB OPPORTUNITY BULLETIN

### CONTRACTUAL POSITION

**POSITION TITLE:** Senior Court Program  
Specialist/Permanency Coordinator  
**STARTING SALARY:** \$41,267.76 (for one year)

**DEPARTMENT:** Juvenile  
**PAY GRADE:** 23  
**POSITION NUMBER:** OPS 22092781

#### SUMMARY:

This is a one-year contractual position within the Administrative Office of the Court. The essential function is to assist in identifying barriers that have prevented permanency for children who have reached 24 months in care without reaching permanency. This position will attend judicial review and Therapeutic Court hearings as well as assist the Judges and General Magistrates with identifying barriers and following up on actions to further permanency. This position is responsible for gathering information from community services providers and other stakeholders. This position serves as the liaison between court partners and the court, attends court hearings, and collects case-related data. This position will also analyze cases in care for 24 months or more and identify common trends and circumstances. This position will collect, review and analyze data. For program evaluation, this position may coordinate with a designated research partner as requested.

#### MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with bachelor degree in public or business administration, social work, psychology, criminal justice, judicial administration, or a closely related social science field. Experience in court case management and knowledge of the court system and judicial process is preferred. Experience in data collection and research is also desired. A Master's degree is preferred.

#### 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.*

- Work independently under the general supervision according to procedures while developing work methods and sequences
- Attends judicial review and Therapeutic Court hearings and team meetings
- Identifies barriers to permanency and follows up on identified issues
- Serves as a liaison to the Judge and court partners
- Participates in relevant conference calls, meetings, or conferences
- Compiles and analyzes data for trends and common barriers

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Strong working knowledge of Chapter 39, the Florida Child Welfare System, and dependency court procedures and processes
- Knowledge of the Florida State Courts System and knowledge of court terminology
- Ability to maintain confidentiality
- Ability to analyze data and case information and make recommendations for improvements
- Knowledge of the rules of English grammar, spelling, punctuation
- Ability to research, problem solve, establish work priorities and pursue them independently
- Ability to work within deadlines to complete projects and assignments
- Proficient in Microsoft Office software, especially Excel
- Ability to prioritize work and communicate effectively verbally and in writing

#### HOW TO APPLY:

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

- Cover letter
- Resume
- State of Florida application form, available at the following link:  
[www.floridasupremecourt.org/employment/application\\_writeable.pdf](http://www.floridasupremecourt.org/employment/application_writeable.pdf)

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