



Administrative Office of the Court

JOB OPPORTUNITY BULLETIN

CONTRACTUAL POSITION

POSITION TITLE: Juvenile Court Case Manager
HOURLY PAY: \$19.35 (Part-Time / 10 hours per week)

DEPARTMENT: Juvenile
PAY GRADE: 25

SUMMARY:

This is a (part-time) one-year contractual position without benefits within the Administrative Office of the Court working with the Delinquency Drug Court and Family Drug Court programs. The essential function is to develop programming to recruit and identify advocates to support participants while working closely with Drug Court staff. This position is responsible for the implementation of protocols to recruit and train advocates and monitor the advocate/participant matches, serving as the liaison between the Drug Court staff and advocates. The position will be required to travel to various locations throughout Palm Beach County and may be required to attend Court hearings.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with Bachelor's Degree in Criminal Justice, Juvenile Justice, Psychology or a closely related field; two (2) years experience as a case work, a portion of which includes working with juveniles; or any 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.

- Work independently under the general supervision according to procedures while developing work methods and sequences
- Develop protocols for the recruitment and training of advocates
- Match advocates and program participants; monitor the matches and serve as the liaison to Drug Court staff
- Identify resources to supplement the activities of the advocates and needs of the participants
- Participate in relevant conference calls, meetings, as well as Drug Court staffings and hearings
- Attend Drug Court staffings and hearings as deemed necessary
- Assist the Drug Court Advocates as needed
- Complete other related assignments as requested

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to maintain confidentiality
- Strong communication and interpersonal skills
- Ability to develop program protocols and coordinate activities
- 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 Word and 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
- Palm Beach County application form, available at the following link:
<http://discover.pbcgov.org/humanresources/PDF/Recruitment/Application%20Employment.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. 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."