



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

**POSITION TITLE: Court Program Specialist II
(Juvenile Dependency)
STARTING SALARY: \$36,115.32 /annually**

**DEPARTMENT: Juvenile Court
POSITION NUMBER: 22010562**

SUMMARY:

This position is responsible for developing and employing effective case management procedures that assist with the identification and coordination of Juvenile Dependency Court cases. The Court Program Specialist II serves as a liaison between the judiciary and court administration while working under direct supervision of the Juvenile Operations 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 case management services and other assistance to the judiciary and general magistrates of the Juvenile Dependency Court Division
- Screens dependency cases; prepares orders
- Researches case histories, compiles statistical data, attends court, sets mandatory case conferences and mediations
- Manages and prepares cases for court hearings by tabbing and naming pleadings, composing and preparing historical summations, calculating child support guidelines, and researching and providing corresponding cases and other documentation pertinent to the case and/or litigants
- Assists litigants in person, by telephone and via correspondence, providing case status information
- Provides referrals to appropriate community agencies
- Interacts and establishes relationships with judges, government officials, court staff, paralegals and professionals associated with Juvenile Dependency Court and the general public
- Other duties assigned by the Juvenile Operations Manager, Judges, or Chief Deputy Court Administrator

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of court processes, legal terminology, juvenile court procedures including dependency and delinquency with a preference for knowledge in dependency procedures
- Knowledge of the principles of file and records management
- Skill in analyzing court files for appropriate pleadings and legal documentation
- Proficient in Microsoft Word, Outlook and Excel
- Ability to work within deadlines to complete projects and assignments
- Ability to use processing, spreadsheets, and database software applications
- Ability to work independently and establish work priorities
- Ability to work in a paperless/fileless system
- Ability to prioritize work and communicate effectively verbally and in writing
- Ability to maintain confidentiality concerning sensitive issues before the court
- Ability to interpret, explain and apply laws, rules, policies and procedures

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:**
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.”