



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

COUNTY-FUNDED POSITION

POSITION TITLE: Mental Health Case Manager
STARTING SALARY: \$45,321.12 (annually)

DEPARTMENT: Mental Health
PAY GRADE: 29 POSITION NUMBER: 8203

SUMMARY:

This is a professional staff position within the Administrative Office of the Court. The essential function is to manage criminal cases that are in the Mental Health Specialty Division. This position assists the judiciary with expert assignments, performing research, tracking and reviewing psychological reports, preparing checklists for the Court, monitoring case flow, and compiling statistical data. This person in this position acts as a liaison between the Court and State Attorney, Public Defender, Private Bar, Clerk's Office and other court and community professionals. This position also assists the General Magistrates with tracking and case management of Marchman Act cases and any other duties as assigned by the supervisor. This position will report to the Chief Deputy Court Administrator or other court professional as specified by the Trial Court Administrator or Chief Judge.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with degree in public or business administration, social work, psychology, criminal justice, judicial administration, or a closely related social science field.

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
- Provide research on topics related to mentally ill offenders and accused that are involved in the criminal justice system, processes and methods used by other court jurisdictions to deal with mentally ill offenders
- Monitor and track federal, state and local laws and policies concerning mentally ill offenders
- Review and prepare recommendations based on best practices, research findings and court decisions for dealing with mentally ill offenders and accused
- Manage criminal court cases with individuals who may have mental health issues, by working with judges, state attorney, public defender, private bar, clerk's office and other court professionals
- Make presentations for criminal justice professionals and others

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the Florida State Courts System; knowledge of court terminology, especially related to criminal proceeding or mental health
- Knowledge of the political, social and economic implications of the criminal justice system and how they impact the mentally ill
- Knowledge of recent developments, current literature and sources of information regarding the mentally ill and the criminal justice system
- 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
- **Palm Beach County Job 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."