

# Court Program Specialist

<b>Program/Dept.:</b>	Drug Court / Problem-Solving Courts
<b>Location:</b>	Richard O. Watson Judicial Center, St. Augustine
<b>Hours:</b>	Full Time, 8a-5p, Monday through Friday
<b>Hourly Rate:</b>	\$26.38
<b>Deadline to Apply:</b>	Open Until Filled

## Function:

This position coordinates the daily operations of the Drug Court program. Primary duties include, but are not limited to, the following:

- Conducts and documents client intakes.
- Maintains a client database that includes office, field, and telephone contacts, program statistical data, case notes, and progress reports.
- Supervises program participants and monitors their employment, treatment, and court-ordered activities.
- Coordinates and/or conducts random drug screening/testing as required.
- Schedules & coordinates weekly meetings and periodic commencement ceremonies.
- Maintains program manuals, handbooks, and other documents.
- Assists with program training, design, and policies and procedures.
- Consults with the drug court team regarding program-related issues.
- Participates in/conducts meetings and makes presentations.
- Prepares reports.
- Performs other duties as assigned.

This position will rotate through various problem-solving court programs under the Court Services umbrella, reporting to the Problem-Solving Courts Manager. Work hours will include periodic evenings, weekends, and holidays. Day travel to offices throughout the circuit will be required as needed.

## Minimum Requirements:

Any combination of education and experience totaling 6 years. The preferred candidate will have 3 years of Microsoft Office experience.

St. Johns County funds this position; however, the incumbent will be an employee of the Florida State Courts System. It is paid biweekly and includes the St. Johns County benefits package. The successful applicant will be subject to a criminal background screening and employment eligibility verification through E-Verify. The successful applicant is required to undergo a drug screening test.

## How to Apply

**Submit a completed and signed State of Florida Employment Application directly to the 7<sup>th</sup> Judicial Circuit Court Human Resources Office via email at [igonzalez@circuit7.org](mailto:igonzalez@circuit7.org).**

If you require an accommodation to participate in the application/ interview process, please contact Israel Gonzalez at 386-626-6577 or [igonzalez@circuit7.org](mailto:igonzalez@circuit7.org) with as much notice as possible. We will be happy to make every effort to accommodate reasonable requests.

The 7<sup>th</sup> Judicial Circuit Court is an equal opportunity and E-Verify employer.



**SEVENTH**  
JUDICIAL CIRCUIT OF FLORIDA