

Court Program Specialist

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

Function:

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

- Conducts and documents the intake process.
- Maintains a client database that includes office, field and telephone contacts, program stats, client case notes and progress reports.
- Supervises program participants and monitors employment, treatment session attendance and court-ordered activities.
- Coordinates random drug screening as required.
- Schedules & coordinates weekly team/prehearing meetings and commencement ceremonies, as needed.
- Maintains program manuals, handbooks and other documents.
- Assists with program training, design, policies and procedures.
- Consults with treatment providers regarding program-related issues.
- Participates in/conducts steering committee meetings, staffing, pre-hearings and hearings. Makes presentations.
- Prepares regular and special reports.
- Performs other duties as assigned.

This position will rotate through various problem-solving courts under the Court Services umbrella and report to the Problem-Solving Courts Manager. Work hours will include periodic weekends and holidays. Headquarters is subject to change based upon the needs of the court. 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 7th Judicial Circuit Court Human Resources Office via email at igonzalez@circuit7.org.

If you require an accommodation to participate in the application/ interview process, please contact Israel Gonzalez at 386-313-4561 or igonzalez@circuit7.org with as much notice as possible. We will be happy to make every effort to accommodate reasonable requests.

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



SEVENTH
JUDICIAL CIRCUIT OF FLORIDA