

# Court Program Specialist II / Case Manager

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| <b>Program/Dept.:</b>      | Case Management / Court Services         |
| <b>Class/Working Title</b> | Court Program Specialist II/Case Manager |
| <b>Location:</b>           | Daytona Beach, FL                        |
| <b>Position #:</b>         | 8826                                     |
| <b>Annual Salary:</b>      | \$48,040                                 |
| <b>Deadline to Apply:</b>  | Until filled                             |

**Function:** This is a professional position reporting to the Director of Case Management or designee and is assigned to the case management function. May be responsible for entering, monitoring and keeping current a database of transactions of the assigned program. Working relationships are established with judges, other court personnel, professionals associated with the particular program and the general public. Specific duties include, but are not limited to, the following:

- Provide information regarding approved forms, instructions, procedural information and education for self-represented litigants as needed.
- Monitor progress of cases, from filing to disposition.
- Review pending case reports, identify case status and manage all aspects of case progress
- Attend Case Management Conferences and generate court approved forms
- Collect data and generate statistical reports to document program data.

Periodic day travel required (mileage reimbursable at the state rate as available). Headquarters subject to change based upon the needs of the Court.

## Minimum Requirements:

Any combination of college and related experience totaling 7 years

## Knowledge, Skills and Abilities:

Applicants should possess a basic knowledge of court operations. Must have the ability to coordinate court activities with various entities involved when scheduling court events. Must have the ability to communicate effectively in writing and orally. Must have the ability to compose written reports on the case management activities of the court. Ability to use the Internet, Microsoft Word, Excel, and Outlook applications required

This State-funded position is paid monthly and includes the State of Florida benefits package. The successful applicant is required to undergo a background check including fingerprinting.



## How to Apply

Please submit a completed and signed **State of Florida**

**Application** by the deadline. Go to [www.circuit7.org](http://www.circuit7.org), click on "Employment" – then click on "State of Florida Application" or you may call 386-626-6577 to have one sent to you.

## Court Administration – Human Resources

101 N. Alabama Ave  
Suite B-206  
DeLand, FL 32724

If you are disabled and require an accommodation to participate in the application/ interview process, please contact Israel Gonzalez [igonzalez@circuit7.org](mailto:igonzalez@circuit7.org) 386-626-6577 with as much notice as possible. We will 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