

Court Program Specialist II / Case Manager

Program/Dept.: Court Program Specialist II/Family Case Mgmt
Location: St. Augustine OR Bunnell
Position #: 8827
Annual Salary: \$38,057 as of 7/1/2022
Deadline to Apply: June 30, 2022

Function: This is a professional position reporting to the Family Court Services Manager 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 forms, instructions, procedural information and education for self-represented litigants as needed.
- Monitor progress of cases, from filing to disposition.
- Review pending case reports and generate Notices for Case Management Conferences.
- Attend Case Management Conferences to assist in coordinating the progress of cases.
- 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 agencies 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: Go to www.circuit7.org, click on "Employment" – then click on "State of Florida Application" or you may call 386-626-6561 to have one sent to you.

Court Administration – Human Resources
101 N. Alabama Ave
Suite D-305
DeLand, FL 32724

Faxed or emailed applications will not be accepted. If you are disabled and require an accommodation to participate in the application/ interview process, please contact Anne Pierce at 386-626-6561 or apierce@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