

# Court Program Specialist II / Case Manager

**Program/Dept.:** Self-Help Office / Court Services  
**Class / Working Title:** Court Program Specialist II / Case Manager  
**Location Options:** Palatka  
**Position #:** 9421  
**Annual Salary:** \$48,040.08  
**Deadline to Apply:** Open Until Filled

## Function:

This is a professional position reporting to the Director of Case Management or designee and is assigned to the Family Self-Help and 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 and generate Notices for Case Management Conferences.
- Attend Case Management Conferences to assist in coordinating the progress of cases and to prepare documents at the direction of the court.
- 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 & includes the State benefits package. The successful applicant is required to undergo a background check including fingerprinting.



## How to Apply

Applications can be submitted through **People First** OR a State of Florida application form can be downloaded from [www.circuit7.org](http://www.circuit7.org) and emailed to [igonzalez@circuit7.org](mailto:igonzalez@circuit7.org).

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) 386-313-4561 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