

Court Program Coordinator

Program/Dept.: Pretrial Services / Court Services

Location: Bunnell

Job #: 932

Annual Salary: \$44,657.60

Deadline to Apply: 8/3/2026

Function:

Responsible for the supervision of defendants released to Pretrial Services. Primary responsibilities include assuring defendants understand court-ordered conditions of release, monitoring compliance of court-ordered conditions, notifying the court of the defendant's (non)compliance, and providing case-related data to the judiciary. Additional duties include, but are not limited to, maintaining electronic case files; obtaining, maintaining, and producing statistical data; reviewing statistical data and invoices for accuracy; observing, collecting, and transporting urine specimens; entering information into databases; conducting field visits as needed; monitoring GPS cases; and testifying in court.

Other responsibilities may include interviewing defendants; researching criminal histories and preparing corresponding paperwork; cross-training in other court services departments; and learning to prepare urine specimens for testing on an analyzer and how to operate and maintain a drug screening/testing analyzer, when/if needed.

This position will have extensive phone and in-person contact with defendants, the public, as well as other government entities. The person who occupies this position shall obtain two certifications within the first year of employment. One certification is to become a Certified Pretrial Services Practitioner through the National Association of Pretrial Services Agencies (NAPSA) at the employee's expense. Another is to obtain FDLE (Florida Department of Law Enforcement) CJIS (Criminal Justice Information System) certification at no cost to the employee. Obtaining certification on the operation and maintenance of the urinalysis screening analyzer may also be required and would be at no expense to the employee.

Day travel to offices throughout the Circuit will be required as needed. This position may help various court services/problem-solving court programs under the Court Services umbrella. Work hours will include periodic weekends and holidays.

Minimum Requirements:

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

This Flagler County-funded position is paid weekly and includes the Flagler County benefits package. The successful applicant will be subject to criminal background screening and employment eligibility verification through E-Verify.

How to Apply

For information on minimum requirements and instructions on how to apply, please visit <https://www.governmentjobs.com/careers/flaglercounty>

Create and submit an online application specifically for this posting by the deadline. If you require an accommodation to participate in the application/interview process, please contact Israel Gonzalez at 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