

OPS Court Program Specialist II / Case Manager

Program/Dept.: Drug Court / Court Services
Location: DeLand
Working Title: Case Manager
Hourly Rate: \$18.29
Deadline to Apply: Open Until Filled

Function:

This position provides direct support to the drug court program by providing case management, including service referrals, coordination, monitoring, and tracking. Responsibilities include identifying potential drug court clients and providing initial review and evaluation of cases to determine program eligibility. Responsible for maintaining the drug court client database capturing all required data elements and other necessary statistical information. The position participates in drug court status review hearings. The position establishes and maintains close working relationships with court personnel, drug court professionals, community agencies, and with the general public. Work is performed under the general supervision of the Court Services Manager's designee.

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:

Related college education and/or experience totaling at least 7 years. The preferred candidate will have at least one (1) year of experience working with addicted people and at least two (2) years of experience working with the Microsoft Office Suite of programs. Bilingual (English/Spanish) verbal and written communication skills are a plus.

Knowledge, Skills and Abilities:

Applicants should possess knowledge of the Florida State Courts System. 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. Ability to use the Internet, Microsoft Word, Excel, and Outlook applications required.

This temporary State position is funded through June 30, 2023.

It may be renewed annually.

It is paid bi-weekly for hours worked. Insurance benefits ARE available. No paid time off or paid holidays accompany OPS positions.

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

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