

Sr. Court Operations Consultant

Program/Dept.:	Court Services
Working Title	Court Services Manager
Location:	Bunnell, St. Augustine or Palatka
Position #:	8825
Annual Salary:	\$74,930
Deadline to Apply:	Until filled

Function: This position manages Court Services Programs (Pretrial Services, Drug Court, Veterans Court, etc.) throughout Flagler, Putnam and St. Johns counties. Responsibilities include, though are not limited to:

- supervising, training, and evaluating staff
- ensuring programs adhere to best practice standards and/or 10 Key Components and/or accreditation/certification standards
- assisting with the implementation & oversight of new programs
- implementing and developing handbooks, policies, & procedures
- assisting with the oversight and compliance with contracts
- managing case management systems and auditing for accuracy
- monitoring budgets, fund utilization & invoices
- compiling, analyzing, & developing program statistical reports
- serving as a court services officer and program coordinator, including the observation and collection of urine specimens, as needed

This position requires a strong knowledge of the criminal justice system & problem-solving courts. The position establishes and maintains effective working relationships with judges, court personnel, drug treatment professionals, community agencies, and the public. Work is performed under the general supervision of the Chief Deputy Court Administrator. Regular day travel is required (mileage reimbursable at the state rate as available), as well as occasional evening and weekend work hours. Headquarters subject to change based upon the needs of the Court.

Minimum Requirements: Any combination of college and related experience totaling 10 years with at least 2 years in a supervisory capacity. Experience working with individuals who suffer from drug/alcohol addictions is preferred.

Knowledge, Skills and Abilities: Must have the ability to:

- coordinate court activities with various agencies involved.
- communicate effectively in writing and orally.
- compose written reports on the case management activities of the court.
- make public presentations and educate court personnel.
- use the Internet, Microsoft Access, 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, 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 at 386-626-6577 or 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