



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Juvenile Court Case Manager

The Ninth Judicial Circuit Court is a progressive trial court in Central Florida where employees make a difference. Our team of court professionals is richly diverse, with unique perspectives and ideas. We encourage teamwork and individual contribution and pride ourselves on changing attitudes and doing things better. We're always interested in dynamic individuals who enjoy innovation, new ideas and the opportunity to serve others while leading the way to the court of tomorrow.

Position details

Position #: 9685

Closing date: Open until filled

Education: High School Diploma or Equivalent

Type: Full-Time

FLSA: Non-Exempt

Shift: Day

Salary: \$20.56HR/\$42,764.80Annually

Location: Orlando, FL

Relocation: Not Available

To apply: <https://ninthcircuit.org/about/careers/juvenile-court-case-manager>

Position description

The Ninth Judicial Circuit Court is seeking a Juvenile Court Program Specialist to provide support for the daily operation of the court's Neighborhood Restorative Justice Program ensuring that all aspects of the programs are handled consistently, proficiently and with the utmost discretion. This position will be located at the Kirk Justice Center, 2000 E. Michigan Street, Orlando, Florida 32806.

Duties include providing administrative support to diversion program coordinator, case management, and teaching life skills classes to program participants. Work will include dealing with confidential juvenile cases, as well as supervision over juvenile offenders in compliance with all applicable local, state, and federal laws and regulatory requirements.

The ideal candidate will be self-motivated, be able to work closely with others, be detail oriented and have a proven ability to adhere to strict confidentiality in the workplace. The role demands excellent computer skills and an ability to quickly acquire and work proficiently with a variety of computer programs. Must have superior organizational skills and a capacity to interact professionally and effectively with others, to include coworkers, government officials, law enforcement, youth and their families, and other outside agency staff. Knowledge of diversion case management and rehabilitation principles, practices, procedures, terminology, and systems. Knowledge of available community resources and social services.

A High School Diploma or GED, supplemented by four (4) years responsible experience in a diversion program, social service program, or Court related program; or an equivalent combination of education, certification, training and/or experience. This position is an Orange County funded position with benefits.

Equal opportunity employer

The Ninth Judicial Circuit Court is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Persons with a disability needing an accommodation for the application/selection process should notify Human Resources (407) 836-2261 prior to the application deadline. If you are hearing or voice impaired, call 711.

Benefits

The Ninth Circuit is a unique organization, rich with diversity and unlimited opportunity. Depending on certain circumstances, OPS employees may also be eligible for:

- Affordable Health Benefits
- Optional Vision, Dental, Life and Supplemental Insurance
- Multiple Deferred Compensation Options
- Tax Favored Spending Accounts
- Employee Assistance Support
- Ongoing Training and Growth Opportunities