



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Alternative Sanctions Coordinator

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 #: 0946

Closing date: Open until filled

Education: Bachelor's Degree

Type: Full-Time

FLSA: Non-Exempt

Shift: Day

Salary: \$23.32HR/\$48,50.60Annually

Location: Kissimmee, FL

Relocation: Not Available

To apply: <https://ninthcircuit.org/about/careers/alternative-sanctions-coordinator-1>

Position description

The Osceola County Alternative Sanctions Coordinator is responsible for assisting the diversion programs with planning, developing, evaluating, and administering alternative sanctions to program participants, including, but not limited to, life skills classes, community service, and intervention services.

Duties include oversight of intervention services; performing intake assessments; receiving referrals from the Juvenile Court, Traffic Court, and the State Attorney's Office; coordinating implementation and presentation of life skills classes, collect and conduct uranalysis drug screening test, researching alternative community service, maintaining an updated list of participating agencies; coordinating activities with internal and external agencies; organize and oversee program proceedings as needed; supervising youth and adult volunteers as needed; receiving and answering telephone inquiries; administrative functions, such as analyzing data,

reports, document verification, etc.; performs critical record keeping duties; attends necessary meetings; case management; and supervision of sanctions. Ability to effectively communicate with staff and actively participates as part of the team.

Knowledge in diversion services for juvenile offenders or juvenile law enforcement, court and case management procedures and terminology, and available community resources and social service resources required. Ability to prioritize work, organize, and make sound judgments in offender supervision both in the office and in court, and program planning and management. Skill in communicating effectively, both orally and in writing, as well as in presentations. Skill in establishing and maintaining effective working relationships and communications with juveniles, social service agencies, co-workers, department management, members of the judiciary, and the public. Candidate must be proficient in use of Microsoft and database applications, including Excel, Word, PowerPoint, and Outlook.

A Bachelor's Degree in criminal justice, sociology, psychology, or a related field, supplemented by two (2) years of experience in program administration, program evaluation, or in state or local programs for children and youth, diversion services for juvenile offenders, or juvenile law enforcement; or an equivalent combination of education, certification, training and/or experience. **This position will be located at the Osceola County Courthouse, 2 Courthouse Square, Kissimmee, Florida, and it is an Osceola 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