



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Court Program Specialist II – Civil 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 #: 22000526

Closing date: Open until filled

Education: Bachelor's Degree

Type: Full -Time

FLSA: Exempt

Shift: Day

Salary: \$22.62HR/\$47,040.06

Location: Kissimmee, FL

Relocation: Not Available

To apply: <https://ninthcircuit.org/about/careers/court-program-specialist-ii-civil-case-manager-0>

Position description

The Ninth Circuit Court seeks to fill a Court Program Specialist II – Civil Case Manager position. This position reports directly to the Civil Case Management Coordinator. The Court Program Specialist II workload includes highly responsible administrative and clerical support for the civil divisions of the Orange and Osceola County courts through case management tasks of varying degrees of complexity; review of reports and individual cases for routine case action or referral to the applicable civil division for additional determination, preparation of proposed orders, calendaring, conforming and mailing of orders to attorneys and litigants, and utilization of Florida's e-filing portal. The ideal candidate will have the ability to exercise a high degree of judgment, will be highly organized, multi-task, be self-motivated, as well as have the ability to work both independently, and in a team setting. Additionally, the ideal candidate will have the

capacity to effectively communicate with tact, possess professionalism and diplomacy both within and outside of the civil team, to include management, case management peers, judges, judicial assistants, and Clerk of Court personnel. Knowledge of civil case proceedings, procedures and court rules is a plus. This is an excellent entry level position for someone interested in the law and considering a career path with the court.

Bachelor's Degree and two years of experience in administrative/clerical support is preferred. Progressively responsible experience may substitute for the recommended education on a year-for-year basis. Must be well versed in all Microsoft applications. This is a State funded position starting at \$22.62/hour, eligible for insurance coverage. This position is full time 40 hours per week with all work performed on site at the Osceola County Courthouse. **Anticipated start date: October 1, 2024.**

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