Seventeenth Judicial Circuit Court of Florida

Vacancy Announcement

COURT PROGRAM SPECIALIST II – DEPENDENCY

The 17th Judicial Circuit of Florida employs non-judicial staff members who provide a myriad of support services to assist the judiciary in the daily operations of the court, such as assuring that space is available and ready, providing case management, mediation services, court reporting, technology, video operations, interpreting and legal research. A staff of over 200 state and county employees addresses the day-to-day needs of the courts, enabling the Circuit's 90 judges and 11 magistrates to operate effectively and efficiently.

Position Details

Closing Date: Open until filled

Type: Full Time

FLSA: Exempt

Shift: Day

Salary: $48,807.06

Location: Fort Lauderdale, FL

Relocation: Not Available

DISTINGUISHING CHARACTERISTICS OF WORK

Caseflow management is a process to monitor the time and events involved in the movement of a case through the court system from the point of initiation to disposition. The case manager is responsible for following time standards set by Florida Statute for expeditious case

dispositions. The case manager will be assigned to a specific division(s) and will work with the judge(s) in that division to help manage the cases. This will be accomplished by following mechanisms such as early screening, creation of event deadlines and continuous oversight and measurement of progress. The case manager also:

- Reviews case files and database to determine case progress.

- Attends hearings, provides information to the Court and participants.

- Updates and maintains manual and/or automated case management system.

- Monitors and tracks cases; provides follow-up on cases requiring activity completion by a certain date.

- Identifies events and trends which impact negatively upon the timely progress of the case and provides reports to the Court and Administration.

- Maintains statistical data and records regarding activities conducted; maintains accurate records and filing of all work processed.

- Performs related work as required.

Education & Training Guidelines

Bachelor's degree in social work, psychology, criminal justice, or related field; supplemented by two years of supervised experience in court case management that provides considerable knowledge of the court system and judicial process, preferably in dependency law cases. Master's degree may substitute for a portion of the required experience. Progressively responsible experience in a related area may substitute for the recommended college education on a year for year basis.

Knowledge Skills & Abilities

- Knowledge of court case management principles and the Dependency Court community system.
- Knowledge of Dependency court operations and Florida Statutes Chapter 39.
- Ability to interact effectively with professional and support staff.
- Ability to communicate clearly and effectively and make written and oral presentations to Judges and community representatives.
- Ability to maintain confidentiality and discretion concerning case management.
- Ability to use a personal computer, word-processing and software applications.
- Ability to analyze data and case information.
- Ability to identify problems and make recommendations for improvements.

- Ability to establish work priorities and meet deadlines.
- Timeliness and attendance are essential functions of the job.

To apply: https://www.17th.flcourts.org/the-employment-opportunities/

Submit
(1) Cover Letter
(2) Resume
(3) State of Florida Employment Application. Find it here: https://www.17th.flcourts.org/wp-content/uploads/2022/08/State_of_Florida_App08-11-2022.pdf

Equal Opportunity Employer

The Seventeenth Judicial Circuit Court is an equal opportunity employer. If you are a person with a disability who needs any accommodation in order to participate in the application /selection process, please call 954-831-7721.

Benefits

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Retirement Insurance
- Flexible Spending Account
- Health Savings Account
- Employee Assistance Program