



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Court Program Specialist I – Alternative Dispute Resolution **(OPS)**

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 #: 22094024

Closing date: Open until filled

Education: Bachelor's Degree

Type: Full -Time

Certification: N/A

FLSA: Exempt

Shift: Day

Salary: \$19.90HR/\$41,394.51Annual

Location: Orlando, FL

Relocation: Not Available

To apply: <https://ninthcircuit.org/about/careers/court-program-specialist-i-alternative-dispute-resolution-ops>

Position description

The Ninth Judicial Circuit Court seeks a Court Program Specialist I to assist the Alternative Dispute Resolution Center Director by providing administrative support. This position demands a significant level of customer service skills, as it is responsible for scheduling mediations, answering phones, daily interaction with the public and interacting with mediators.

The ideal candidate will possess excellent organizational and communication skills. Must exercise a high degree of judgment, tact, diplomacy, and maintain confidentiality on sensitive issues. The ideal candidate will be able to work independently and be self-

motivated. This position requires working knowledge of computers, word processing, database software, and basic office skills. Duties will include scheduling mediations, preparing orders, answering phones, filing, virtual court attendance and any other task assigned by the Alternative Dispute Resolution Director.

A Bachelor's Degree in public or business administration, criminal justice, psychology, sociology, pre-law, or a closely related social science field is required. Relevant experience may substitute for required education on a year-for-year basis. Work is performed in-person and hours will be Monday – Friday, 8 a.m. to 5 p.m.

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