



## **Ninth Judicial Circuit Court of Florida**

### ***Vacancy Announcement***

### **Court Program Specialist II – Family Court Case Management**

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 #:** 22010139

**Education:** Bachelor's Degree

**Type:** Full -Time

**FLSA:** Exempt

**Shift:** Day

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

**Location:** Kissimmee, FL

**Relocation:** Not Available

To apply: <https://ninthcircuit.org/about/careers/court-program-specialist-ii-family-court-case-management>

#### **Position description**

The Court Program Specialist II position is responsible for performing a variety of administrative duties and functions for the overall case management of pro se (self-represented) family law cases, from the point of filing within the court system and through final disposition. The individual will provide clerical and administrative support to the Family Court Case Management Program and Unified Family Court Judges.

Additionally, this position handles a high volume of pro se litigant communications, conducts intensive case management research, monitors compliance in accordance with administrative orders, legal requirements, and necessary documentation to assure completeness and readiness before scheduling cases for final hearing. Prepares notices and proposed orders, prepares and maintains statistical reports.

The ideal candidate will have an eye for detail and excellent oral and written communications skills. The selected candidate must exercise a high degree of judgment, tact, diplomacy, and have the ability to maintain confidentiality on sensitive issues. The ideal candidate must possess excellent organizational skills. Must retain the knowledge of applicable statutes, rules, regulations, laws and policies and procedures relating to the administration of family court procedures and proceedings.

Must be able to work independently and be self-motivated, but also work closely with others. Knowledge of principles and methods of family law, court rules, procedures, and case management experience are required. Bachelor's Degree in law, paralegal, business administration, management, social work, or a closely related field required. Progressively responsible experience may substitute for recommended education on a year-for-year basis. This is a State funded position with benefits.

**Salary: \$47,040.06 annually/ 40 hours per week with benefits.**

**Deadline to apply: Open until filled**

### **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