



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Court Program Specialist III – Veterans Court

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 #: 22090903

Closing date: Open until filled

Education: Bachelor's Degree

Type: OPS

FLSA: Exempt

Shift: Day

Salary: \$21.96hr/\$45,669.96/Annually

Location: Orlando, FL

Relocation: Not Available

To apply: <https://ninthcircuit.org/about/careers/court-program-specialist-iii-veterans-court-ops>

Position description

The Court Program Specialist III –Veterans Court position is responsible for coordinating a variety of administrative duties and functions in support of the court's Veterans Court program. The position offers an excellent opportunity to serve adult clients under the Veterans Court Program while gaining valuable experience through direct involvement in the court process. Duties include: Coordinating, supervising, creating, entering, monitoring, and maintaining case information. Direct involvement in case progression, docket preparation, status updates and program referrals. Collaboration with participants, team members and judges in court staffings and judicial hearings.

The ideal candidate will have an eye for detail and excellent oral and written communications skills. Experience with MS Office Suite applications, a working knowledge of our criminal justice system to include mental health and/or substance abuse treatment and a passion to serve.

A bachelor's degree in public or business administration, criminal justice, psychology, sociology, or closely related field required. Additional relevant experience may substitute for recommended education level on a year-for-year basis.

State Funded. OPS (Other Personnel Services), \$21.96/hr. OPS/Variable hour employees may be eligible for insurance coverage. No holiday pay, sick or vacation time accrued. Up to 40 hours per week except for holiday weeks for an indefinite period.

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