



Ninth Judicial Circuit Court of Florida
Vacancy Announcement

Court Program Specialist I – Family Court
Programs/Services (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 #: 22093159

Closing date: Open until filled

Education: Bachelor's Degree

Type: Full -Time

Certification: N/A

FLSA: Non-Exempt

Shift: Day

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

Location: Kissimmee, FL

Relocation: Not Available

To apply: <https://ninthcircuit.org/about/careers/court-program-specialist-i-family-court-programsservices-ops>

Position description

This position is responsible for the case management and processing of family law cases. Provide clerical and administrative support to the Family Court Case Management Program and Family Court Services: work directly with the general public, handle a high volume of Pro Se cases, conduct intensive case management research, maintain program calendars, prepare notices and proposed orders, prepare reports, and maintain statistics.

Must exercise a high degree of judgment, tact, diplomacy and maintain confidentiality on sensitive issues. Must be able to work independently and be self-motivated, but also

must work closely with others. Knowledge of family forms and procedures and/or family law, court rules and procedures, and case management experience is a plus. The ideal candidate must possess excellent organizational and communication skills. Bachelor's Degree and two years of experience in administrative/clerical support is required. Additional relevant experience may substitute for the recommended education level on a year-for-year basis.

\$19.90/hour. State funded OPS (Other Personal Services). No benefits/no holiday pay. 40 hours per week except for holiday weeks. 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