



EIGHTEENTH JUDICIAL CIRCUIT

EXTERNAL RECRUITMENT

JOB OPPORTUNITY BULLETIN

DATE: October 16, 2017 **CLOSING DATE:** **October 27, 2017**

WORKING TITLE: Family Case Manager **POSITION TITLE:** Court Program Specialist II

POSITION NUMBER: #4390 **STARTING SALARY:** \$1,437.67 / biweekly

F.T.E. STATUS: 1.00 (Full-Time) **JOB LOCATION:** Viera, Florida

FUNDING SOURCE: Brevard County (This county-funded position is paid biweekly and includes the County's benefits package.)

SUMMARY OF POSITION: The position of Family Case Manager ensures parties are ready for court appearances or trials and assists Family Judges with moving cases through the various stages of the judicial process to a timely disposition. Other responsibilities include, but are not limited to:

- Set and prepare dockets for Family Judges.
- Review files for completeness, reconciling contents with a list of statutorily required documents deemed necessary by the courts, and determining readiness for trial.
- Review family case files and issue orders, including orders to show cause for non-compliance.
- Screen cases to identify those that may be expeditiously resolved and those that require more judicial attention.
- Prepare orders relating to discrepancies in case.
- Monitor cases to ensure that the parties obtain required documents or perform required tasks, such as participating in court-ordered classes or programs.
- Schedule court dates (case management or status conferences) when required activities or documents have been completed, thereby keeping the case moving.
- Track case progress to ensure that it meets applicable time standards.
- Prepare/distribute orders referring cases to General Magistrates.
- Process mail and communicate with attorneys and/or pro se litigants.
- Provide statistical information to Chief Judge and Court Administration.
- Coordinate, link, and track all related court cases.

EDUCATION & EXPERIENCE GUIDELINES:

Bachelor's degree in public or business administration, criminal justice, psychology, sociology or a closely social science related field. Three years of related experience. Juris doctorate degree may substitute for required experience. Direct working knowledge and detailed experience of the Florida trial courts, specifically family law.

KNOWLEDGE, SKILLS, & ABILITIES:

- Working knowledge of laws, court rules, procedures and policies, legal documents and legal factors pertaining to the court of assignment.
- Knowledge of the organization, operation, function, and jurisdiction of the court of assignment.
- Knowledge of the calendaring procedures in the court of assignment and applicable techniques of case management.

- Working knowledge of the Clerk of Court's eFacts/BECA and/or ICMS system.
- Ability to communicate clearly, concisely, and logically.
- Ability to work effectively with the public and handle individuals who are under stress with courtesy, tact and patience.
- Ability to operate standard office equipment including personal computers and Microsoft Office programs Outlook, Word, and Excel.
- Ability to handle sensitive matters with integrity and confidentiality.
- Ability to work with minimal supervision and recognize and establish work priorities.
- Ability to establish and maintain effective working relationships with the judiciary, court administration personnel, and other private and public agency staff.
- Ability to accurately maintain a variety of complex records.

PHYSICAL DEMANDS
& WORKING
CONDITIONS:

Business office setting. Work involves a significant amount of standing, walking, sitting, talking, listening, balancing, stooping, and reaching with hands and arms; must be able to transfer up to 10 pounds.

APPLICATION
PROCEDURE AND
CLOSING DATE:

A completed State of Florida application is required for consideration and must be received by Court Administration, **no later than 5:00 p.m. on Friday, October 27, 2017**. Resumes may be attached as supplemental documentation only and will not be accepted as stand-alone documents. Applications should be submitted to:

Eighteenth Judicial Circuit
Court Administration – Human Resources
2825 Judge Fran Jamieson Way
Viera, Florida 32940
(321) 633-2171, ext. 2

BACKGROUND CHECK:

The selected applicant will be subject to a criminal background and reference check.

COURT WEBSITE:

http://flcourts18.org/?page_id=740

BACKGROUND CHECK

Employment is provisional pending the results of a successful background investigation and fingerprinting.

E-VERIFY

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Eighteenth Judicial Circuit participates in the U.S. Government's Electronic Employment Verification Program (E-Verify) to assist in this required verification process for all state-funded positions. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (I-9) upon hire within the first 3 days of employment.

AT-WILL EMPLOYMENT

Pursuant to F.S. 110.205(2)(c), employment with the State Courts System is not covered under the Career Service System and all employees of the State Systems serve at the pleasure of the appointing authority and do not attain tenure rights, i.e., employees can be terminated with or without cause by the Court.

EEO/ADA

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability which does not preclude performance of essential job functions, and reasonable accommodation(s) is provided, as necessary and judicious. If you are a person with a disability who needs an accommodation in order to participate in the application/selection process, you are entitled, at no cost to you, the provision of certain assistance. Please notify Court Administration at 321-633-2171, ext. 2, prior to the application deadline. If you are hearing or voice impaired, please call through the Florida Relay Service (TDD) 1-800-955-8771.