



EIGHTEENTH JUDICIAL CIRCUIT
EXTERNAL RECRUITMENT
JOB OPPORTUNITY BULLETIN

DATE: October 19, 2017 CLOSING DATE: Open until filled
POSITION TITLE: Drug Court Case Manager/
Court Program Specialist II JOB LOCATION: Sanford, Florida
POSITION NUMBER: TBA FUNDING SOURCE: OPS/Temporary
STARTING SALARY: \$17.40 / hr F.T.E. STATUS: 29 hours a week

SUMMARY OF POSITION:

This is a professional position assigned to assist the Drug Court Program and will perform responsible work for the Eighteenth Judicial Circuit related to providing broad administrative and organizational support within the Adult Drug Court program. This position is responsible for scheduling appointments, data entry in the Drug Court database, attending staff meetings and other professional meetings, communication with clients, manages and prepares cases for court hearings, attending Court hearings, and all other duties assigned by supervisor. Work schedules are prone to be more irregular versus consistent days and start/end times. The position is required to maintain a professional demeanor at all times and to establish effective working relationships with judges, court personnel, Offices of the Clerks of the court, Office of the State Attorney, Public Defender's Office, and other state agencies, members of the bar, and the general public. Work is performed under the general supervision of the Drug Court Manager.

EDUCATION & EXPERIENCE GUIDELINES:

Bachelor's degree in public or business administration, criminal justice, psychology, sociology, pre-law or a closely social science related field. Three years of professional administrative related experience. Master's degree may substitute for one year of required experience. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

KNOWLEDGE, SKILLS, & ABILITIES:

Ability to assist the Drug Court Judge and Drug Court Manger in assisting with the operations of the Drug Court program including policy and procedure development, case management, monitoring and reviewing new legislation, rules and other mandates. Ability to work independently and in a team setting. Ability to communicate both orally and in writing, effective use of grammar, spelling, punctuation.

DESIRABLE QUALIFICATIONS:

Knowledge of the trial court system. Candidates selected must possess strong typing and organizational skills, and be proficient with Microsoft Outlook, Word, Excel and Access.

APPLICATION PROCEDURE AND CLOSING DATE:

A completed State of Florida application is required for consideration and must be received by Court Administration. 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 – Kelly Bierfreund
101 Eslinger Way
Sanford, Florida 32773
(407) 665-4930

CONTACT INFORMATION

Human Resources: (407) 665-4930 for Seminole positions.

EEO

The Eighteenth Judicial Circuit is an equal opportunity employer that actively pursues and hires a diverse workforce. We do not discriminate on the basis of nor manifest by words or conduct, bias or prejudice based on race, color, religion, age (40 or older), sex (including gender identity, sexual orientation and pregnancy), national origin, language, marital status, socioeconomic status, or disability or genetic information, 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 407-665-4227, prior to the application deadline. If you are hearing or voice impaired, please call through the Florida Relay Service (TDD) 1-800-955-8771.

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.

DRUG-FREE

It is an objective of the Eighteenth Judicial Circuit to achieve a drug-free work place. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing court service for the Eighteenth Judicial Circuit, and the trust placed in our organization by the public.

AT-WILL EMPLOYMENT

Pursuant to 110.205(2)(c) of the Florida Statutes, 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.