



EIGHTEENTH JUDICIAL CIRCUIT EXTERNAL RECRUITMENT JOB OPPORTUNITY BULLETIN

START DATE: April 7, 2022 **CLOSING DATE:** **Open Until Filled**
CLASS TITLE: Ct Pgm Spec II (.75) & Admin Asst II (.25) **WORKING TITLE:** Probate & Guardianship Case Man
POSITION #S: #09466 (.50) / #10901 (.25) / #5251 (.25) **OFFICE LOCATION:** Viera, FL (Moore Justice Center)
STARTING SALARY: \$3,247.83 per month (Combined Total) **FUNDING SOURCE:** State (.75) and Brevard County (.25)

PLEASE NOTE: Effective July 2022, Expected Salary Increase of 5.38% - New Monthly Rate of Pay - \$3,422.57/mo (Combined Total)

(HEALTH, LIFE & SUPPLEMENTAL BENEFITS THRU STATE OF FLORIDA)

**SUMMARY OF POSITION
RESPONSIBILITIES:**

The Probate and Guardianship Case Manager is responsible for providing the court with a detailed review of case files including probate, guardianship, mental health (petitions to determine incapacity of adults) and trust pleadings for compliance with the Florida Statutes and the Florida Probate and Guardianship Rules to facilitate the Court's ruling. The Case Manager reviews the pleadings, informs the attorney(s)/pro se petitioner on what is required to bring the file and/or pleadings into full compliance and provides the Judge with a written analysis, identifying the deficiencies and discrepancies detected during file and document examinations. The Case Manager monitors cases for timely and correct filing of reports, timely progression of the cases and reporting to the involved parties and the Court when a case is inactive. This is responsible and detailed work, performing a variety of case management, administrative and clerical duties for the purposes of preparing case files for judicial review and action in all Probate and Guardianship cases. Assistance is provided to the Judiciary, Clerk of the Court, legal community, pro se petitioners, and the public. Perform other duties and projects as assigned by supervisor.

**EDUCATION, EXPERIENCE
AND TRAINING
GUIDELINES:**

Bachelor's degree in public or business administration, criminal justice, psychology, sociology, pre-law or a closely social science related field. Two 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 AND
ABILITIES:**

- Working knowledge of laws, court rules, procedures and policies, legal documents, and legal factors pertaining to the Probate and Guardianship court.
- Knowledge of the Florida State Courts System, court rules/procedures and legal terminology.
- Knowledge of the organization, operation, function, and jurisdiction of the court of assignment.
- Proficient knowledge of personal computer software - Microsoft Outlook and Word.
- Ability to make work decisions in accordance with laws, regulations, and departmental policies and procedures.
- Ability to establish and maintain effective working relationships with the judiciary, court administration personnel, outside agency staff, and attorneys.
- Ability to work effectively with the public and handle individuals who are under stress with courtesy, tact, and patience.
- Proficiency utilizing Microsoft Outlook, Teams, Word, and Excel.
- Ability to efficiently organize, multi-task and prioritize work, and meet deadlines.
- Ability to exercise a high degree of judgment, tact, and diplomacy, and maintain confidentiality.
- Ability to communicate clearly, concisely, and logically.
- Ability to conduct basic financial and bookkeeping functions.
- Ability to understand and follow oral and written instructions.
- Ability to handle sensitive matters with integrity and confidentiality.
- Ability to work with minimal supervision and recognize and establish work priorities.

PHYSICAL DEMANDS: Work involves a significant amount of standing, walking, sitting, talking, listening, and reaching with hands and arms; and must be able to transfer up to 10 pounds.

DESIRABLE QUALIFICATIONS: Experience with the Clerk's Public Records System and ICMS is beneficial. Preference will be given to those candidates who demonstrate direct working knowledge of Probate Chapter 731 through 735 and Guardianship Chapter 744 of the Florida Statutes together with Florida Rules of Probate and Guardianship Procedure 5.010-5.900.

APPLICATION PROCEDURES AND CLOSING DATE: In order to be considered, a current and complete State of Florida application (and supporting documentation, if any) is required and must be submitted electronically.

Please submit application (and supporting documentation) electronically: [Click Here to Apply](#)

Fillable State of Florida application: (https://flcourts18.org/docs/cir/State_of_Florida_Application.pdf)
Please note, applications need to be completed in full. Applications containing the verbiage "please refer to resume" will NOT be considered.

Resumes may be attached as supplemental documentation only and will not be accepted as stand-alone documents. Any submission for this position that does not meet the listed requirements will be deemed incomplete and not eligible for further consideration. Applications received after the advertised deadline date and time will not be considered for this recruitment.

If you are selected to be interviewed, you will be directly contacted by this office to coordinate a date/time for interview. If you do not hear anything within two (2) weeks from your application submittal, you were not chosen to be interviewed and therefore, will receive no further communication from this office. Please be assured that your application received our full attention.

COURT WEBSITE: <https://flcourts18.org/employment-opportunities/brevard-employment-opportunities/>

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 321-633-2171, #3, 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.

PUBLIC RECORDS All information provided via application packets are considered public record upon submittal, with the exception of information protected or exempt per Florida Statutes or public records exemption rules.

DRUG-FREE It is an objective of the Eighteenth Judicial Circuit to achieve a drug-free workplace. 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.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, OR DISABILITY. IF YOU NEED AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THE RECRUITMENT PROCESS, PLEASE CALL THE CONTACT PERSON AT THE NUMBER INDICATED ABOVE. PERSONS USING A TDD MAY CALL CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE (TDD) 1-800-955-8771.