



# EIGHTEENTH JUDICIAL CIRCUIT RECRUITMENT

## EXTERNAL RECRUITMENT

### JOB OPPORTUNITY BULLETIN

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<u>POSTING START DATE:</u>	July 5, 2022	<u>CLOSING DATE:</u>	Monday, July 18, 2022
<u>CLASS TITLE:</u>	Court Program Specialist II	<u>WORKING TITLE:</u>	Civil Case Manager
<u>POSITION # &amp; F.T.E.:</u>	#6692 / 1.00 (Full-Time)	<u>OFFICE LOCATION:</u>	Viera, FL (Moore Justice Center)
<u>STARTING SALARY:</u>	\$1,463.78 bi-weekly	<u>FUNDING SOURCE:</u>	Brevard County (County-Funded)

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#### SUMMARY OF POSITION RESPONSIBILITIES

Responsible for the case management of circuit civil trial dockets. Provides administrative support for the Circuit Civil Judges. Illustrative responsibilities include but are not limited to: receives and researches notices of trial; mails and receives scheduling documents from parties in civil cases; prepares, tracks and manages orders required for pre-trial, scheduling conferences, and trials; schedules and attends case management conferences; manages judges' calendars with regard to civil matters, such as case management conferences and trial dockets; conducts pending foreclosure case file review; identifies deficiencies in pending cases (reviews all written motions and correspondence to determine completeness and accuracy, notices assigned Judge(s) of noncompliance and conducts file reviews); compiles, tracks, and analyzes foreclosure case data and develops and maintains on-going case management and records management systems in order to produce tracking reports, and associated case management actions. Duties performed require considerable judgment, analysis, maturity and initiative to make decisions, obtain information and resolve issues. Acts as a liaison for Circuit Civil Judges, staff and attorneys. Effective professional working relationships are established with the judiciary, court personnel, Clerk of Court staff, legal community, and general public. Work is performed under the general supervision of the Trial Court Administrator and is reviewed through reports, conferences and results achieved.

#### EDUCATION, EXPERIENCE AND TRAINING GUIDELINES

Bachelor's degree in public or business administration, criminal justice, psychology, sociology, or a closely social science related field. Three (3) years of related experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis, such as a juris doctorate degree may substitute for required experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the Florida State Courts System, court rules/procedures and legal terminology.
- Direct working knowledge and experience of the civil trial process and typical filings applicable to civil proceedings.
- Demonstrated proficiency utilizing Microsoft Windows and Office products, specifically Outlook, Word, and Excel. Strong knowledge and significant experience working in Excel creating and maintaining spreadsheets with formulas.
- Experience in the interpretation and application of Florida Statutes, court rules and policies and procedures related to the jurisdiction of the Trial Courts.
- Ability to efficiently organize, multi-task and prioritize work, and meet deadlines, and an excellent attention to detail.
- Ability to communicate ideas clearly, concisely and logically, both orally and in writing with a diverse group of people.
- Ability to exercise high degree of judgment, analysis, initiative, discretion and diplomacy as well as maintain confidentiality.
- Direct working knowledge of the Clerk's Public Records System and must be proficient with E-Filing

DESIRABLE  
QUALIFICATIONS

Preference will be given to applicants who have previous knowledge and experience with case management, specifically with the civil trial process, as well as a familiarity with standard concepts, practices, and procedures within the civil courts. Proficient working knowledge of ICMS and E-Filing.

PHYSICAL DEMANDS

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

WORKING CONDITIONS

Work to be conducted in a structured court environment with repetitive tasks that require high degree of accuracy. Position requires selected individual to be dependable, punctual and exercise professional discretion.

FUNDING SOURCE &  
BENEFIT INFORMATION

This position is funded thru Brevard County. Pay and benefits will be provided thru the County, however, this position will follow State of Florida State Courts System Rules and Regulations, including but not limited to holidays and leave accruals. Retirement benefits provided thru the State of Florida Division of Retirement.

APPLICATION  
PROCEDURES AND  
CLOSING DATE

In order to be considered for this position, a current and complete State of Florida application is required ([https://flcourts18.org/docs/cir/State\\_of\\_Florida\\_Application.pdf](https://flcourts18.org/docs/cir/State_of_Florida_Application.pdf)) and must be received by Court Administration **no later than 5:00 p.m. on Monday, July 18, 2022**. Please note, applications need to be completed in full. Applications containing the verbiage "please refer to resume" will NOT be considered.

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

Individuals selected to be interviewed will be contacted by this office **no later than July 29, 2022**. If you have not been contacted by this date, 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/>

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 II0.205(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.