



WE ARE HIRING

EIGHTEENTH JUDICIAL CIRCUIT

HIRING DETAILS

POSITION TITLE: **DRUG COURT CASE MANAGER/CPS II**

POSITION #: **TBD**

STARTING SALARY: **\$22.62/Hr**

F.T.E.: **1.00 (40 hrs weekly)**

LOCATION: **Sanford, FL**

FUNDING SOURCE: **OPS – State of Florida**

CLOSING DATE: **January 24, 2025**

BENEFIT DETAILS

- Optional Health Benefits
- Supplemental Insurance (Dental, Vision, Disability, Optional Life, Cancer, etc.)
- Low-Cost Basic Life Insurance
- Tax Favored Spending Accounts
- Deferred Compensation (457b)
- Employee Assistance Support

APPLICATION DETAILS

Please submit a completed State of Florida Application to:

SeminoleJobApps@flcourts18.org

- Applications containing the verbiage “*Please Refer to Resume*” will **NOT** be considered.
- Resumes may be attached as supplemental documentation but will **NOT** be accepted as a substitute to the application.

Fillable State of Florida Application Link:

https://flcourts18.org/docs/cir/State_of_Florida_Application.pdf

Application Deadline - 5:00 p.m. 1/24/2025

RESPONSIBILITIES

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, communicating with clients, managing and preparing cases for court hearings, attending Court hearings, and all other duties assigned by the 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 Clerk 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.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of the Florida State Courts System, court rules/procedures and legal terminology.
- Ability to communicate clearly and concisely and provide excellent customer service for a culturally diverse public.
- Ability to operate a personal computer utilizing MS Outlook and MS Word.
- Ability to understand instructions and procedures and put into practice on a routine basis.
- Exercise discretion, sensitivity, patience, and confidentiality.
- Ability to successfully multi-task and prioritize effectively.

EDUCATION/EXPERIENCE GUIDELINES

Bachelor's degree in public administration, business administration, criminal justice, psychology, sociology, or a closely related field and three (3) years of professional, administrative, analytical related work experience. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

DESIRABLE QUALIFICATIONS

- Experience with the Problem-Solving Courts.
- Direct working knowledge of Clerk's public record system.
- Experience in a court or legal environment.



Equal Opportunity Employer

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 Workplace - It is the commitment of the Eighteenth Judicial Circuit to maintain 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.