

CPS II – Family Case Manager

Application Deadline – June 24, 2026, 5:00 p.m.

How to Apply:

A State of Florida Application is required for this position. Please upload this completed form when you apply. [State of Florida Application](#)

Apply via BambooHR: <https://flcourts18.bamboohr.com/careers/>

Applications must be completed in full. Applications containing the verbiage “please refer to resume” will NOT be considered.

General Statement of Job

This highly professional position is assigned to assist judges and staff with timely disposition of family cases through case management and case monitoring. The family case manager will be responsible for providing information to litigants and trial court staff; reviewing family law cases; managing and preparing cases for court hearings; briefing judges and magistrates; as well as other administrative support functions. The core responsibilities of this position include but are not limited to:

- Conducts file reviews; reviews files to determine completeness and accuracy.
- Prepare and distribute orders as directed by their assigned judge(s).
- Composes and edits correspondence, directives, notices, orders, reports, e-mails, and other documents.
- Monitors and reviews new legislation rules, and other mandates requiring procedural and/or administrative changes in legal proceedings; implements required changes.
- Provide overall administrative support for the judge/office for case management.

Education/Experience Guidelines

Bachelor’s degree in public administration, business administration, criminal justice, psychology, sociology, or a closely related field. *Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.* Three years of professional, administrative, and analytical-related work experience. *Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.*

Desirable Qualifications

The ideal candidate will possess excellent organizational and communication skills, and the ability to work independently as well as collaboratively in a team-oriented environment. Proficiency in MS Office Suite is preferred, and experience with Excel is a plus. Familiarity with family law is highly desirable.

Benefit Details

- Paid Leave & Holidays
- State of Florida Health Benefits
- Supplemental Insurance (Dental, Vision, Disability, Optional Life, Cancer, etc.)
- No Cost Basic Life Insurance
- Deferred Compensation
(457b Pre-Tax & 457b Roth)
- Florida Retirement System (FRS) Benefits
- Tax-Favored Spending Accounts
- Employee Assistance Support
- State Employee Tuition Waiver

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 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.