



Pro Se Coordinator – CPS II

DETAILS

Position Title:
Court Program Specialist II

Position Number: 010781

F.T.E. Status: Full-Time

Office Location: Sanford, FL

Starting rate of pay:
\$3,805.83/month
\$45,669.96/annually

Closing Date: 02/26/2024 5 pm

BENEFITS

- Paid Leave
- Paid Holidays
- Affordable Health Benefits
- Optional Vision, Dental and Supplemental Insurance
- Free Life Insurance
- Multiple Deferred Compensation Options
- Florida Retirement Benefits
- Tax Favored Spending Accounts
- Employee Assistance Support

Responsibilities

This is a professional, responsible position that assists judges and magistrates with the timely disposition of cases through case management, case monitoring, and program implementation. The Pro Se Coordinator 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. We are seeking candidates with experience in family law; the ability to communicate effectively and in a professional manner with the judiciary, all court personnel, and outside agencies; exceptional attention to detail; and the ability to work effectively with others as well as independently.

Requirements

Three years of professional, administrative, and analytical-related work experience. 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.*

Preferred Qualifications

- Direct working knowledge of the Clerk Public Records System.
- Demonstrates proficiency utilizing Microsoft Windows, specifically Outlook, Word, and Excel. Strong knowledge and significant experience working in Excel creating and maintaining spreadsheets with formulas.
- Direct working knowledge of the Florida State Courts System, court rules/procedures, and legal terminology.

How to Apply

Please submit the following electronically:

- State of Florida application (link below)

Fillable State of Florida application:

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

[Click Here to Apply](#)

Applications must 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 applications. Any submission for this position that does not meet the listed requirements will be deemed incomplete and ineligible for further consideration.

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.