



EIGHTEENTH JUDICIAL CIRCUIT
EXTERNAL RECRUITMENT – TEMPORARY POSITION
JOB OPPORTUNITY BULLETIN

<u>DATE:</u>	October 21, 2021	<u>CLOSING DATE:</u>	Open until filled
<u>POSITION TITLE:</u>	Civil Case Manager	<u>FUNDING SOURCE:</u>	OPS/Temporary
<u>CLASS TITLE:</u>	Court Program Specialist II		
<u>POSITION NUMBER:</u>	22092998	<u>OFFICE LOCATION:</u>	Sanford, Florida
<u>STARTING SALARY:</u>	\$17.36/hr	<u>F.T.E. STATUS:</u>	1.00 (Full-time)
<u>ANTICIPATED FUNDING END DATE:</u>	June 30, 2022		*HIRING FOR TWO POSITIONS*

SUMMARY OF
POSITION
RESPONSIBILITIES

This is a professional position assigned to assist judges and staff with the timely disposition of civil cases through case management and case monitoring utilizing differentiated case management protocols. Illustrative responsibilities include but are not limited to: conduct pending civil case file review; identify deficiencies in pending cases; collect, analyze and input caseload data to develop and provide on-going case management and records management systems in order to produce statistical and tracking reports; track timelines for required reports and actions and generate reminders/notices; attend court hearings when necessary, and provide case file interpretation if applicable; and any other case management actions. Duties performed require considerable judgment, analysis, maturity, and initiative to make decisions, obtain information and resolve issues. Working relationships are established with the judiciary, court personnel, clerk of court staff, legal community, and public. Work is performed under the supervision of the Program Coordinator and is reviewed through reports, conferences and results achieved. Perform other duties and projects as assigned by supervisor.

EDUCATION AND
EXPERIENCE/TRAINING
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, analytical related work experience. A Juris doctorate degree from an accredited law school may substitute for two years of the recommended experience. *Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.*

KNOWLEDGE, SKILLS, &
ABILITIES

- Ability to communicate effectively, in a professional manner with the public, attorneys, judiciary and all court personnel.
- Knowledge of and ability to use correct English grammar, punctuation, and spelling.
- Knowledge and experience operating a computer using Microsoft Office programs such as Outlook, Word, Excel, and TEAMS.
- Ability to efficiently organize and prioritize work and meet deadlines.
- Ability to exercise discretion and confidentiality.
- Ability to work independently and multitask while managing multiple assignments.
- Ability to conduct research and to find solutions for unresolved problems.

DESIRABLE
QUALIFICATIONS

Preference will be given to applicants who have previous knowledge and experience in civil litigation, case management, direct working knowledge of the Clerk's public records system, and excellent customer service skills. This is a high-volume division of the courts. Candidates must be proficient using Microsoft Word and Excel. Attention to detail is important.

PHYSICAL DEMANDS

Work involves a significant amount of standing, walking, sitting, talking, listening, and reaching with hands and arms.

WORKING CONDITIONS

Work to be conducted in a structured environment with repetitive tasks that require high degree of accuracy. The employee is continuously required to engage in face-to-face contact with others in a courthouse setting. Position requires selected individual to be dependable and punctual.

SPECIAL NOTES

This is a temporary OPS (Other Personal Services) position, using non-reoccurring legislative approved funds from July 1, 2021 through June 30, 2022. OPS employees do not accrue or receive annual/sick/administrative/ or compensatory leave, or paid holidays. The position is paid for hours worked only. This position does have insurance benefits however no participation with the Florida Retirement System. This position will be paid on a bi-weekly schedule by the State of Florida.

APPLICATION PROCEDURES AND CLOSING DATE

In order to be considered, a current and complete State of Florida application is required for consideration and must be received by Court Administration. **Please submit application and packet, via email: [Click Here to Apply](#)**

Only complete and current State of Florida applications with any and all required supporting documentation will be considered. Resumes may be attached as supplemental documentation **only** and will **not** be accepted as stand-alone documents. Any submission for the above position that does not meet the listed requirements will be deemed incomplete and not eligible for further consideration, and as such will be returned to sender.

All information provided will be a public record and will be released upon request, unless exempt or confidential per Florida Statutes or Public Records Exemption rules.

COURT WEBSITE AND CONTACT INFORMATION

<https://flcourts18.org/employment-opportunities/seminole-employment-opportunities/>

Human Resources: (407) 665-4930 for Seminole positions.

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 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

It is an objective of the Eighteenth Judicial Circuit to achieve a drug-free work place. 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.