



# Criminal Coordinator – CPS II

## DETAILS

**Position Title:**  
**Court Program Specialist II**

**Position Number: 010778**

**F.T.E. Status: Full-Time**

**Office Location: Sanford, FL**

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

**Closing Date: 03/22/2024 at**  
**12 pm (noon)**

## 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 in the management and support of the criminal division, foreign language interpreting program, Court Appointed Registry, and traffic court program. Provides operational support to the judges and court support staff. Assist in the preparation and distribution of statistical reports. Perform other duties and projects as assigned by the supervisor. We are seeking candidates with 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](https://flcourts18.org/docs/cir/State_of_Florida_Application.pdf)

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.