

## **EMPLOYMENT OPPORTUNITY**

### **TEMPORARY POSITION COURT PROGRAM SPECIALIST I – Grant Funded Administrative Office of the Courts CTA/G3 Sixth Judicial Circuit**

#### **Description of Work:**

This is a grant-funded position lasting up to five years. This is responsible paraprofessional work assisting the Adult Drug Court Program staff with the case management of adult drug-related cases. Working contacts is established with judges assigned to the Drug Court, courts system personnel, State Attorney's Office, Public Defender, local law enforcement agencies, community agencies, treatment providers, the Clerk of the Circuit Court, litigants and the public. The purpose of these contacts is to assist in monitoring, evaluating, and improving the handling of Drug Court cases. The Court Program Specialist I must exercise discretion in dealing with confidential and extremely sensitive issues before the Court. Work is performed under stressful conditions and involves heavy telephone contact with treatment providers, probation officers and other agencies to which drug offenders are referred. Work will be performed under the general supervision of the Adult Drug Court Program Coordinator. Assignments are made orally or in writing and work is reviewed through observation of results obtained, conferences and periodic reports or evaluations.

#### **Minimum Training and Experience Required:**

Bachelor's degree in public or business administration, criminal justice, psychology, sociology or a closely social science related field and three years of related experience.

Additional relevant experience may substitute for the recommended educational level on a year-for-year basis and additional relevant education may substitute for the recommended experience on a year-for-year basis.

**Location:** Pinellas County Justice Center, 14250 49<sup>th</sup> St. N., Clearwater, Florida 33762

**Salary:** \$1,166.40 Bi-weekly plus Pinellas County benefits; Position is funded until April 2024, an extension may be requested

**Submit Application and Resume To:** The Sixth Judicial Circuit Court  
Human Resources, Suite 2H  
14250 49th Street North  
Clearwater, Florida 33762  
Fax: 727-453-7166 or [SixthCircuitHR@jud6.org](mailto:SixthCircuitHR@jud6.org)

**APPLICATION DEADLINE:** Friday, September 20, 2019 @ 5:00 p.m.

Equal Opportunity and Diversity Employer

Drug-free Workplace

ANY PERSON WITH A DISABILITY WHO REQUIRES A SPECIAL ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS SHOULD CALL THE HUMAN RESOURCES DEPARTMENT AT (727) 453-7165 IN ADVANCE.