

**JOB ANNOUNCEMENT**  
**CTA/C32**  
**INTERNAL/EXTERNAL**  
**COURT MONITOR/AUDIT ASSISTANT**  
**Office of the Courts Administrator**

**Description of Work:**

This is highly responsible professional conducting background investigations on all proposed guardians, conducting investigations on existing guardianship cases as assigned and reporting all findings and recommendations in writing to the Court in accordance with Florida Statutes, Rules and Court policies and procedures. The work involves case management of the guardianships the Court is responsible for monitoring and investigating. The work is highly confidential and requires the use of professional judgment and discretion. Working contacts established with judges, general magistrates, facility administrators, medical personnel, law enforcement, Department of Children and Families, the legal community, guardians, Clerk of the Circuit Court and Inspector General's Office. Work often includes privileged communications with judges and magistrates. The Magistrates provide supervision and the work is reviewed by the Magistrates and Circuit Court Judges. Discretion must be exercised in dealing with confidential and sensitive issues, which the Court is charged with monitoring. Work is performed under stressful conditions and involves contact with individuals in emotional situations. Assignments are made orally and in writing and work is reviewed through observations of results obtained, conference and periodic reports or evaluations.

**Minimum Training and Experience Required:**

Requires graduation from and accredited four-year college or university with major course work in social work, mental health, behavioral science, or employment in a related discipline, including court , or experience in conducting investigations, case management, protective services, or any related case work experience in lieu of education.

**Location:** 501 1<sup>ST</sup> Avenue North, St. Petersburg, FL 33701  
Requires frequent intra-county travel

**Salary:** \$1,389.05 biweekly (\$36,115.32 annual); State Pay Grade 20 (CPSII)

**Submit Court Application to the following location:** Pinellas County Justice Center, 14250 49<sup>th</sup> Street North, Suite 2-H (Human Resources), Clearwater, FL 33762

Application is available via Internet at: [www.jud6.org](http://www.jud6.org)

**Application Deadline: Wednesday, September 25, 2019 at 5pm**

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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.