

JOB ANNOUNCEMENT
Internal and External

COURT PROGRAM SPECIALIST I – PRO SE - FAMILY LAW
(State-funded)
9979

Administrative Office of the Courts
Sixth Judicial Circuit

Description of Work:

This is responsible paraprofessional work involving a high degree of public contact and a working knowledge of approved family law forms and procedures in place in the Sixth Judicial Circuit. A high degree of independent judgment is required to handle problem cases or difficult litigant contacts. Position often requires direct contact with judges, magistrates, and hearing officers to case manage unusual situations. Works closely with general magistrates and child support hearing officers. Deviations from standard procedures are generally directed to the Family Court Manager.

The case coordinator must exercise discretion in dealing with confidential and extremely sensitive issues before the Court. Work is performed under stressful conditions and involves mostly telephonic contact with individuals involved in emotional and traumatic situations.

Work is performed under the general supervision of the Family Court Manager. 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:

Graduation from an accredited four-year college or university and two years of customer service experience or case management experience. Progressively responsible administrative and/or customer service related experience may be substituted on a year-for-year basis for the required college training.

Location: Bldg 501 – 501 1st Avenue North, St. Petersburg, 33701

Salary: \$2,526.67 Monthly plus State benefits; State Pay Grade 16

Submit Court application to the following location:

Pinellas County Justice Center, 14250 49th St. No., Suite 2-H (Human Resources), Clearwater, FL 33762

Application is available via Internet at: www.jud6.org

APPLICATION DEADLINE: January 23, 2018, 5:00pm

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.