

JOB ANNOUNCEMENT

COURT PROGRAM SPECIALIST I (5 year grant position) Administrative Office of the Courts Sixth Judicial Circuit

Description of Work:

This is responsible paraprofessional work assisting the Dependency Drug Court staff with case management of adult drug-related cases. Working contacts are 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 reviewing, evaluating, and improving the handling of Dependency 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 dependency drug court participants are referred.

Work is performed under the general supervision of the Senior Court Program Specialist. Assignments are made orally or in writing and work is reviewed through observation of results obtained and periodic reports. This position requires attending Drug Court hearings.

Minimum Training and Experience Required:

Graduation from an accredited college or university with major study in public or judicial administration, education, social work, or a related social science and one year of experience in program administration or program evaluation; or an equivalent combination of education, training and experience.

Location: **Robert D. Sumner Judicial Center**, 38053 Live Oak Ave., Dade City, FL 33523
Travel may be required to West Pasco Judicial Center, 7530 Little Rd., New Port Richey, FL 34654

Salary: **\$30,320.04 annually (\$1,166.16 bi-weekly); Pasco County employee benefits available**

Submit Court application at one of following locations:

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: **September 25, 2018, by 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.