

INTERNAL / EXTERNAL JOB ANNOUNCEMENT

**COURT PROGRAM SPECIALIST II – DOMESTIC VIOLENCE
(State-funded)
9248**

**Administrative Office of the Courts
Sixth Judicial Circuit**

Description of Work:

This is responsible and independent professional work assisting the Family Court Manager in the Family Law Division with the case management of civil violence and stalking injunction cases. Working contacts are established with judges assigned to Family Law Division, courts system personnel, private firms, local law enforcement agencies, community agencies, victim abuse shelters, the Office of the Clerk of Circuit Court, and the public. The purpose of these contacts is to assist in monitoring, evaluating and improving the handling of violence and stalking injunction cases. The Court Program Specialist II must exercise discretion in dealing with confidential and extremely sensitive issues before the Court. Work is performed under stressful conditions and involves contact with individuals involved in emotional and traumatic situations. The Court Program Specialist II must be able to actively listen to court proceedings while completing paperwork, performing research related to that case or other cases, and accurately keeping track of pertinent decision points and details. Responsibilities include assisting in other areas of the Family Law Division, as needed. The Court Program Specialist II will be expected to cross-train to assist other departments. Work is performed under the general supervision of the Family Court Manager and the Deputy Court Administrator for the Family Division. 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 with major study in public or judicial administration, business, education, social work, or a related social science and three years of experience in program administration or program evaluation. Progressively responsible experience may be substituted on a year-for-year basis for the required college training. Bi-lingual applicants are encouraged to apply.

Location: **501 Building**, 501 1st Avenue North, St. Petersburg, FL 33701
Note: Position based in St. Petersburg, but intracircuit travel will be required.

Salary: \$3,009.61 monthly plus benefits; State Pay Grade 20

Submit Court application to the following location:

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

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

APPLICATION DEADLINE: **Thursday, July 26, 2018, 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.