

JOB ANNOUNCEMENT

Internal/External

COURT PROGRAM SPECIALIST I (HALF-TIME) (State-funded) 11157

Administrative Office of the Courts Sixth Judicial Circuit

Description of Work:

This is independent administrative work requiring heavy public contact in the area of Mediation for the Alternative Dispute Resolution Division. An employee in this position reviews, composes and processes a wide variety of mediation related documents in accordance with Florida Statutes, rules and regulations. Considerable discretion and independent judgment is exercised in the scheduling, calendaring and monitoring of cases, preparation and issuance of orders and notices, complying with specific judicial requests and meeting required time deadlines. The Court Program Specialist I shares general departmental responsibility with the Mediation Supervisor for insuring that laws, policies and procedures are followed. 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 three year's experience processing and maintaining administrative and/or legal records; or and equivalent combination of education, training and experience.

Location: West Pasco Government Center, 7530 Little Road, New Port Richey, FL 34654

Salary: \$1,263.34 Monthly plus State benefits; State Pay Grade 16. Pro-Rated State Benefits

Submit Court application to:

Administrative Office of the Court
The Sixth Judicial Circuit of Florida
Human Resources, Suite 2-H
14250 49th Street North
Clearwater, FL 33762

Or via email at: SixthCircuitHR@jud6.org

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

APPLICATION DEADLINE: **January 22, 2019**

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.