

EMPLOYMENT OPPORTUNITY

**COURT PROGRAM SPECIALIST II
State Funded (11786)**

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

Description of Work:

This is responsible paraprofessional work assisting the Prison Diversion Drug Court Program staff with the case management of drug-related cases. The Court Program Specialist II (CPS II) must exercise discretion in dealing with confidential and extremely sensitive issues before the Court. Work is performed under stressful conditions and involves regular communication with treatment providers, probation officers and other agencies to which drug offenders are referred. CPS II will assist in the preparation of files for drug court hearings and oversees preparation of calendars. The CPS II must attend Drug Court hearings as needed; and assist judges by handling files and preparing reports.

Work will be performed under the general supervision of the Drug Court Program 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 with major study in public or judicial administration, business, education, social work, or a related social science and two 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.

Location: Pinellas County Justice Center, 14250 49th Street North, Clearwater, Florida 33762

Salary: \$3,009.61 monthly plus benefits; State Pay Grade 020

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

Submit Application and Resume To: The Sixth Judicial Circuit Court
Human Resources, Suite 2H
14250 49th Street North
Clearwater, Florida 33762
Fax: 727-453-7166 or SixthCircuitHR@jud6.org

APPLICATION DEADLINE: Friday, December 22, 2017 @ 5:00 p.m.

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.