



Eleventh Judicial Circuit of Florida Court Program Specialist II (Circuit Civil Case Manager) - Circuit Civil Division (State Funded)

SALARY	\$50,035.92 Annually	LOCATION	33130, FL
JOB TYPE	Full-Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	2024-9229	DIVISION	Circuit Civil Division
OPENING DATE	04/24/2024	CLOSING DATE	5/8/2024 11:59 PM Eastern

Description

Salary is Non-Negotiable. The successful candidate will be hired at the minimum salary. NEW SALARY: \$50,035.92 (annual salary of \$47,769.96 plus Competitive Area Differential pay of \$188.83 per month).

This is specialized case management work screening civil cases for compliance with administrative orders, legal requirements and necessary documentation. It is a professional and highly responsible position within the Circuit Civil Division involving the use of benchmark case management techniques and applying civil time standards to promote case progression and disposition. The position will provide efficient and advanced legal support to the judiciary to reduce case backlogs in judicial workloads by assisting judges in identifying cases where judicial action is needed.

The position will assist in scheduling and monitoring compliance with requirements for handling civil cases under the Florida Rules of Civil Procedure and Administrative Orders. This position is responsible for assisting with the development of civil case management procedures, analyzing caseload data, creating statistical reports and implementing strategies to dispose of civil cases promptly and efficiently.

The position works under the supervision of the Program Coordinator and general direction of the Civil Operations Director. This position is eligible for a hybrid remote work/onsite schedule after a 90-day period, as outlined by existing Circuit policies and procedures.

Responsibilities

- Monitors and controls the progress of civil cases, from initiation through trial or other disposition by conducting early assessment for case triage and creating tailored case management plans according to civil time standards.
- Screens civil cases for compliance with civil and local rules and administrative orders to assure completeness and readiness for hearing. Monitors case processing reports to ensure case events comply with statutory/local practice timelines.
- Prepares technical and statistical review of evaluation reports. Assists with management of judicial caseloads, reviews open cases to identify stagnant cases or cases needing attention, and flags issues for judicial review.
- Evaluates the status of case related matters and performs required actions to facilitate case progression. Schedules hearings: prepares notices of hearings, manages court calendars; attends and monitors court hearings.
- Participates and contributes in committee and management meetings. Performs related administrative functions and other duties as needed.

Qualifications

- Bachelor's degree from an accredited four-year college or university with course work in business, court or public administration, criminal justice, psychology, sociology, pre-law or related field required.
- Three (3) years of related professional experience. Experience in the court of assignment preferred.
 - Master's degree may substitute for one year of required experience.
 - Juris Doctor degree may substitute for two-years of required experience.
 - Paralegal Certificate preferred.

Knowledge, Skills and Abilities (KSAs):

- Knowledge of legal terminology and legal format.
- Thorough knowledge of legal secretarial practices and procedures.
- Thorough knowledge of business English, spelling, punctuation, and arithmetic.
- Thorough knowledge of modern office practices, procedures, equipment and systems.
- Knowledge of court case management principles.
- Knowledge of courtroom protocol.
- Ability to supervise staff.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to develop, layout, and implement clerical procedures and operations from general instructions and guidelines.
- Ability to make routine decisions in accordance with established policies and procedures.
- Ability to establish and maintain administrative, fiscal, and general records and to prepare reports and answer questions from records.
- Ability to compose correspondence on routine matters and to perform routine office management tasks without referral to supervision.
- Ability to establish and maintain effective working relationships with the judiciary, court administrative personnel, and other private and county agencies' staff.
- Ability to operate a personal computer, typewriter, word processor, data entry equipment, and other standard office equipment accurately and rapidly.
- Ability to maintain confidentiality and discretion concerning case management.
- Ability to analyze data and case information.
- Ability to identify problems and make recommendations for improvements.
- Ability to establish work priorities and meet deadlines.

Working Conditions/Physical Demands/Licenses Certifications

Working Conditions:

- Moderate noise; business office setting.

Physical Demands:

- Work involves a significant amount of standing, walking, sitting, talking, listening, and reaching with hands and arms. Must be able to transfer up to 10 pounds.

Licenses Certifications:

- Juris Doctor (JD) degree or Paralegal Certificate preferred.

Agency

Eleventh Judicial Circuit of Florida

Address

175 NW 1st Avenue
Suite 2400
Miami, Florida, 33128

Phone

(305) 349-7351

Website

<https://www.jud11.flcourts.org>

**Court Program Specialist II (Circuit Civil Case Manager) - Circuit Civil Division (State Funded)
Supplemental Questionnaire**

***QUESTION 1**

Do you have a Bachelor's degree?

- Yes
- No

***QUESTION 2**

Do you have any experience in office, legal secretarial or paralegal work?

- Yes
- No

***QUESTION 3**

How many years of experience do you have in office, legal secretarial or paralegal work?

- No experience
- 1 year of experience
- 2 years of experience
- 3 years of experience
- 4 years of experience
- 5 years or more of experience

***QUESTION 4**

Are you fluent in Spanish?

- Yes
- No

***QUESTION 5**

Are you fluent in Creole?

- Yes
- No

***QUESTION 6**

Are you currently employed by the Eleventh Judicial Circuit of Florida?

- Yes
- No

***QUESTION 7**

How did you learn about this vacancy?

- Eleventh Judicial Circuit Website
- Office of the State Courts Administration Website
- National Center for State Courts
- College/University

- Law School
- The Florida Bar Career Center
- Indeed
- Twitter
- Job Fair
- Professional Association Website
- LinkedIn
- Other

* Required Question