

ADMINISTRATIVE OFFICE OF THE COURTS
JOB ANNOUNCEMENT

Official Job Title: **Court Program Specialist II (Family Case Manager)** - Family Court Operations Division (State Funded)

Unit Name: Case Management

Division: Court Support

\$47,935.92 ANNUAL (State Funded) (FULLTIME) + Benefits
40 hours

Occupation Code: Court Program Specialist II

Working Title: Family Case Manager

Salary is Non-Negotiable. The successful candidate will be hired at the minimum salary. NEW SALARY: \$47,935.92 (annual salary of \$45,669.98 plus Competitive Area Differential pay of \$188.83 per month).

To apply for this position, visit: <https://www.jud11.flcourts.org/General-Information/Job-Opportunities>

Description:

The essential function of the position within the organization is to assist circuit Judges with the timely disposition of cases through case management, case monitoring and program implementation. The Case Manager is responsible for providing case information to self-represented litigants and staff. The work involves reviewing filings, assisting with case coordination, making referrals to community-based services, managing and preparing cases for court hearings, providing judges with case briefs, attending hearings, maintaining record/filing system, training and assisting new departmental personnel, scheduling hearings, and performing related clerical functions. The position is also responsible for developing work methods, sequences, collecting and reporting on case/program data and maintaining databases as needed.

The position works under the direct supervision of a Program Coordinator.

This position is eligible for a hybrid remote work/onsite schedule after a 90-day period, as outlined by existing Circuit policies and procedures.

Working Conditions:

Moderate noise; business office setting.

Physical Demands:

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

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 fields 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):

- Working knowledge of laws, court rules, procedures and policies, legal documents, and legal factors pertaining to the court of assignment.
- Knowledge of the organization, operation, function, and jurisdiction of the court of assignment.
- Knowledge of the calendaring procedures in the court of assignment and of modern techniques of case management.
- Knowledge of modern office practices and procedures.
- Ability to communicate effectively in writing, orally and through presentations.
- Ability to understand and follow oral and written instructions.
- Ability to make work decisions in accordance with laws, regulations, and departmental policies and procedures.
- Ability to accurately maintain a variety of complex records.
- Ability to establish and maintain effective working relationships with the judiciary, court administration personnel, and other private and public agency staff.
- Ability to work with minimal supervision and recognize and establish work priorities.
- Ability to handle sensitive matters with integrity and confidentiality.
- Ability to operate standard office equipment including personal computers, word processing and data entry applications for case management.
- Ability to work effectively with the public and handle individuals who are under stress with courtesy, tact and patience.

Responsibilities:

- Manages and prepares cases for court hearings by reviewing pleadings, drafting and preparing historical summations, calculating child support guidelines and researching and providing corresponding case information and other documentation pertinent to the case and/or litigants.
- Schedules hearings by determining case status. This requires the ability to decide whether to set a case management conference, appropriate hearing, or proceed without a hearing and prepare appropriate court order or correspondence.
- Coordinates community resources for referral to counseling/treatment programs and monitor compliance with terms and conditions of court orders.
- Assists Judges in injunction for protection hearings by working with parties to arrange parenting plans/time-sharing, calculate child support, and work with paternity issues.
- Prepares and maintains court dockets, attends court hearings, takes notes during hearings, draft and prepare appropriate orders based on rulings, and provide information to the court as needed by researching statutes and rules and applying basic accounting methods.
- Performs administrative tasks, such as preparing orders, documents, forms and correspondence.
- Monitors and provides parenting course/social service provider lists to litigants; and creates and maintains record systems for efficient case management.
- Assists self-represented litigants in person, by telephone and via correspondence, and provide case status and procedural information in accordance with the rules of family and civil procedure and related statutes.
- Monitors and reviews new legislation, rules and other mandates requiring procedural and/or administrative changes, and implements required changes.
- Participates in local community councils and workgroups to exchange information, solve problems, and coordinate services.
- Maintains daily, monthly and yearly case management statistics regarding volume and types of cases handled by program.
- Performs related work as required.

Licenses Certifications:

Juris Doctor (JD) degree or Paralegal Certificate preferred.