ADMINISTRATIVE OFFICE OF THE COURTS
JOB ANNOUNCEMENT

Official Job Title:	Program Coordinator (Assistant Director of Circuit Criminal) - Circuit Criminal Court Operations Division (State Funded)
Unit Name:	Trial Court Administrator
Division:	Court Administration
	$55,764.51 ANNUAL (State Funded) (FULLTIME) + Benefits 40 hours
Occupation Code:	Program Coordinator
Working Title:	Assistant Director, Circuit Criminal Court Operations Division

Salary is Non-Negotiable. The successful candidate will be hired at the minimum salary. Attaching a copy of a resume is required. Applicants may also attach a sample of a report created by gathering and analyzing data to convey information. These documents must be uploaded by the closing date.

To apply, please visit our website at www.jud11.flcourts.org

Description:

The individual in this position will assist in the administration and coordination of the various court programs and services in the Circuit Criminal Division. The position is responsible for monitoring performance of programs within the Circuit Criminal Division by directing and supervising daily operations and staff; and evaluating processes and analyzing data to develop and implement innovative techniques and initiatives to enhance program operations in the Division. The function of the position is to assist in the integration of technology in court processes and case flow management. The Program Coordinator monitors and reviews new legislation, rules and other mandates requiring procedural and/or administrative changes in legal proceedings and implementation of required changes; updates policy and procedure manuals; and supervises and assists with providing efficient service to court personnel and the public in compliance with organizational standards, policy and procedures.

The Program Coordinator conducts personnel management functions such as, staff supervision, training, implementation of court policies, procedure compliance, performing employee evaluations, reviewing timesheets, participating in interviews and selection, counseling, disciplining, terminating or recommending termination of staff; assigning specific duties, maintaining harmonious relations, promoting efficiency; planning, conducting and/or attending staff meetings, in-service training and summits; and attending technical or professional workshops or seminars to improve professional skills.

The position maintains monthly and yearly statistics on caseload volume and trends in the Division. The position is responsible for coordinating support activities and initiatives, identifying issues and problems and making recommendations for resolution to the Division Director.

The position works under the direct supervision of the Director of Circuit Criminal Court Operations.

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, talking, listening, stooping, and reaching with hands and arms; must be able to transfer up to 10 pounds.

Qualifications:

- Bachelor's degree in business administration, public administration, psychology, criminology, social work, law or closely related field.
- Four (4) years of related work experience.
    - Juris Doctor degree may substitute for up to three (3) years of related work experience.
- Two (2) years of supervisory experience.
- Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.
- Member in good standing with the Florida Bar preferred.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of laws, court rules, procedures, and legal documents.
- Knowledge of the organization, operation, function, and jurisdiction of the court of assignment.
- Knowledge of modern techniques of case management.
- Ability to communicate effectively in writing, orally and through presentations.
- Ability to make work decisions in accordance with laws, regulations and departmental policies and procedures.
- Ability to work effectively with the public and handle individuals who are under stress with courtesy, tact and patience.
- Ability to direct and supervise staff and provide consistent and impartial evaluations.
- Ability to establish and maintain effective relations with the judiciary, court administration, other court personnel and the public.
- Proficient in Microsoft Office Suite software programs, including Microsoft Word and Excel, and database applications.
- Ability to gather and analyze information and apply sound judgement in arriving at conclusions and determining program priorities.
- Ability to help oversee processes, guide initiatives and steer employees toward the achievement of goals.
- Ability to work as part of team.
- Ability to seek out learning experiences and incorporate new knowledge into practice.
- Ability to work with minimal supervision and recognize and establish work priorities.
- Ability to be objective, fair, and consistent.
- Ability to be creative and innovative.
- Ability to convey messages thoughtfully and clearly to a variety of stakeholders.

Responsibilities:

- Assists the Division Director in managing daily business and support operations.
- Assists the Division Director in the development and implementation of various court services and programs by working closely with the Division Director in testing concepts, streamlining procedures and protocols, monitoring outcomes, and reporting back for review and evaluation as needed.
- Assists the Division Director in updating the Division's Continuity of Operations Plan (COOP) and emergency preparedness, including assisting as a floor warden, coordinating trainings for the Administrative Office of the Courts (AOC) and Judicial staff with the Building Manager.
- Acts as liaison with Clerk of Courts, troubleshoots issues and concerns relating to the integrity of the court docket and data quality, monitors workload and recommends alternative approaches at weekly meetings with the Division Director.
- Coordinates with the Clerk of Courts to ensure accuracy of court records and timely documentation of case information and resolves discrepancies in State Reporting System.
- Works with the Court's technology department as the Division's liaison in the coordination and implementation of data and technical requirements involved in facilitating the Division's business processes to improve case processing and reduce cases.
- Gathers and analyzes data and prepares periodic reports for Division Director on performance measures like clearance rate, time disposition of cases, case age analysis of pending case loads, status of filed cases, closed pending reports and monthly trial statistics.

- Gathers information/data to prepare periodic and special reports and articles documenting activities for the area of responsibility.
- Creates and maintains reports on caseload data to efficiently track cases assigned to each judicial section; synthesizes and integrates analysis of data to develop knowledge or interpretation of trends.
- Assists the Division Director in drafting and implementing operational policies and procedures.
- Supervises staff, including selecting or recommending selection of candidates, training, assigning, and evaluating work, counseling, disciplining, and terminating or recommending termination; monitors and tracks work of staff as required to ensure efficiency and timeliness of completion.
- Performs administrative/clerical tasks, such as preparing periodic employee evaluations, composing, correspondence and memoranda, reviewing timesheets prior to submission, or developing and updating internal policies and procedures.
- Participates in the development of the Circuit Criminal Division's annual budget by assisting with and identifying future needs for the division, providing fiscal data, and submitting proposals. Oversees, reviews, and approves expenditures for the area of responsibility.
- Coordinates program activities with other departments, agencies, counties, or states as required to facilitate completion of tasks/projects.
- Audits, reviews and approves expert witness invoices.
- Responsible for gathering, analyzing, and conveying data into various reports, which must capture the reader's attention.
- Performs related administrative functions as needed.