



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Court Program Specialist II – Guardianship Monitor Program **(OPS)**

The Ninth Judicial Circuit Court is a progressive trial court in Central Florida where employees make a difference. Our team of court professionals is richly diverse, with unique perspectives and ideas. We encourage teamwork and individual contribution and pride ourselves on changing attitudes and doing things better. We're always interested in dynamic individuals who enjoy innovation, new ideas and the opportunity to serve others while leading the way to the court of tomorrow.

Position details

Position #: 22092200

Closing date: Open until filled

Education: Bachelor's Degree

Type: Full -Time

FLSA: Non-Exempt

Shift: Day

Salary: \$19.21/HR

Location: Kissimmee, FL

Relocation: Not Available

To apply: <https://ninthcircuit.org/about/careers/court-program-specialist-ii-guardianship-monitor-program-ops>

Position description

The Ninth Circuit seeks a Court Program Specialist II (CPS II) for the Guardianship Monitor Program responsible for performing a variety of administrative duties and functions in support of the Court's Guardianship division in Osceola County. Position is responsible for handling sensitive and confidential information and advising the court. The CPS II will monitor, investigate, and report issues affecting the safety and wellbeing of wards to the Court and improve the Court's operational effectiveness by reviewing guardianship cases and identifying factors that may lead to a ward's physical or mental abuse or inappropriate use of the ward's property. As factors are identified, the CPS II will then be responsible to recommend intensive court supervision for identified high risk cases to ensure the ward's interests are protected.

Duties include: Entering, monitoring, and maintaining information concerning guardianship cases; Ensuring that parties file required documents on a timely basis; Providing status updates to the Court on high risk cases. Investigate allegations of abuse, neglect, and exploitation. File reports (in writing and by testifying) with recommendations to the Court. Attend required hearings. Case Manager will work closely with the Guardianship Judge and the Guardianship Court Monitor Program Coordinator.

The ideal candidate will be detail oriented with excellent written and oral communications skills, experienced with Microsoft Office Suite applications (particularly Excel), and have a working knowledge of how a case progresses through the court system.

The preferred candidate will have a bachelor's degree in public or business administration, accounting, criminal justice, legal studies, psychology, sociology, or closely related field. Relevant court experience or case management experience may substitute for preferred education on a year-for-year basis. This position is State funded OPS (Other Personnel Services) for one year and will end June 30, 2024. Efforts are being made to continue the position under Osceola County once the OPS funding concludes.

Salary: \$19.21/hr. OPS hourly employees may be eligible for insurance coverage. No holiday pay and sick and vacation time does not accrue. Additionally, the position is not eligible to participate in the Florida Retirement System.

Submit State of Florida application, cover letter, and résumé, to [Human Resources Department](#). **APPLICATIONS WITHOUT ALL REQUESTED MATERIALS MAY NOT BE REVIEWED.**

Equal opportunity employer

The Ninth Judicial Circuit Court is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Persons with a disability needing an accommodation for the application/selection process should notify Human Resources (407) 836-2261 prior to the application deadline. If you are hearing or voice impaired, call 711.

Benefits

The Ninth Circuit is a unique organization, rich with diversity and unlimited opportunity. Depending on certain circumstances, OPS employees may also be eligible for:

- Affordable Health Benefits
- Optional Vision, Dental, Life and Supplemental Insurance
- Multiple Deferred Compensation Options
- Tax Favored Spending Accounts
- Employee Assistance Support
- Ongoing Training and Growth Opportunities