



## **Ninth Judicial Circuit Court of Florida**

### ***Vacancy Announcement***

### **Alternative Sanctions Coordinator**

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 #:** 0120

**Closing date:** Open until filled

**Education:** Master's Degree

**Type:** Full -Time

**FLSA:** Non-Exempt

**Shift:** Day

**Salary:** \$22.53/HR

**Location:** Orlando, FL

**Relocation:** Not Available

To apply: [Alternative Sanctions Coordinator | Ninth Judicial Circuit Court of Florida \(ninthcircuit.org\)](http://ninthcircuit.org)

#### **Position description**

This is professional work coordinating, developing, and supporting programs that provide alternative services to juvenile offenders. The position is primarily responsible for reviewing compliance of community service hours and the initial coordination of the Civil Citation Program. The individual must calculate community service hours and report youth's compliance of court ordered sanctions and provide detailed & accurate information to the judiciary and others. This requires coordination with various agencies and collaboration with other program coordinators to support and enhance juvenile court programs.

This position requires the ability to conduct intake interviews with potential program participants in accordance with approved screening tools and conducting urine analysis

screenings. The selected candidate will be trained internally to teach Life Skills to program participants. It requires intermediate to advanced proficiency in use of databased programs and Microsoft applications. The Alternative Sanctions Coordinator must keep current with changes in the laws related to juvenile alternative sanctions as well as seek innovative ways to improve and expand juvenile programs. Experience with grant writing and compliance is a plus. This position will require local travel and will regularly require a flexible work schedule to include evening work hours.

A working knowledge of the juvenile justice system is required. Experience using any of the following database programs is a plus: Clerk's Odyssey program, DJJ Prevention Database, and Ninth Circuit diversion program databases. A Bachelor's degree from an accredited college or university with a major in public administration, business, social work or a related social science and two years of progressively responsible experience in program administration or evaluation may substitute for the recommended college education on a year for year basis. A Master's degree in an area cited above may substitute for the recommended experience.

This is an Orange County Funded Position.

### **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