



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Court Program Specialist II- Unified Family Court

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 #: 22011812

Closing date: Open until filled

Education: Bachelor's Degree

Type: Full -Time

FLSA: Non-Exempt

Shift: Day

Salary: \$36,115.32

Location: Orlando, FL

Relocation: Not Available

To apply: [Court Program Specialist II- Unified Family Court | Ninth Judicial Circuit Court of Florida \(ninthcircuit.org\)](https://www.ninthcircuit.org/court-program-specialist-ii-unified-family-court)

Position description

Supports Unified Family Court and the one family one judge model by performing intensive and progressive research on all related family cases with an emphasis on dependency and delinquency. This includes coordination of all related family cases so they may be heard by one judge. Creates case management notes and tracks all related cases to assist judges with the movement of cases and to avoid inconsistent or conflicting court orders. Reviews all new juvenile cases and all juvenile dockets to identify related cases by researching parties. Notify the clerk to link newly identified related cases if they were not linked at the time of filing.

In the absence of the Dependency Case Manager, will manage notifications of dependency shelter petitions to appropriate parties, as well as managing the

administrative process for supporting judicial waiver of parental notice to terminate pregnancy, to include securing an attorney for the juvenile and scheduling coordination of the hearing.

Conducts intensive and progressive case management on related family court cases, with emphasis on dependency and delinquency. Performs research to identify related cases with the use of various tools and databases, including the state-wide clerks case information system (CCIS) and the local clerk's case management systems (Odyssey and Benchmark). Enters appropriate case management notes in local case management systems or local databases or spreadsheets. Ensures related cases are effectively case managed from initial point of entry or filing through to disposition or closure. Identifies related cases and performs on going case review and case management by reviewing dockets, including daily shelter and daily juvenile detention dockets. Researches new case filings to identify related cases that may not have been identified at the time of initial filing and notifies the clerk to link newly identified related cases. Monitors open cases and informs judiciary of cases needing attention.

Collaborates with UFC staff to accomplish the circuit-wide initiatives related to the coordination of Unified Family Court case and to ensure a sharing case management notes and tools between locations and divisions. Periodically manages the essential duties of the Dependency Case Manager. Monitors and reviews new legislation and implements required changes to procedures or process accordingly. Also, researches statutes, rules and guidelines. Participates in trainings and professional development seminars and conferences that are relative to job functions. Uses collected data to develop and prepare statistical reports.

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