



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Court Program Specialist II – Problem Solving 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 #: 22009425

Closing date: Open until filled

Education: Bachelor's Degree

Type: Full -Time

FLSA: Exempt

Shift: Day

Salary: \$45,669.96

Location: Orlando, FL

Relocation: Not Available

To apply: <https://ninthcircuit.org/about/careers/court-program-specialist-ii-problem-solving-court>

Position description

The Court Program Specialist II position assists the Problem-Solving Court Program by performing a variety of administrative duties. The position offers an excellent opportunity to serve adult clients under the Adult Drug Court, Mental Health Court, and/or Veterans Treatment Court Programs while gaining valuable experience through direct involvement in the court process. Manages daily operations by creating, entering, monitoring, and maintaining information and data regarding the program and its participants in our Drug Court Case Management System and other applications required. Assists with program related projects including gathering and analyzing program data. Maintains daily communications with stakeholder agencies in regard to the evaluation of participants (i.e. process transmittals, evaluation letters, treatment updates/recommendations and appointment confirmations). Attends Problem Solving Courts meetings, staffings and judicial hearings to collect and record participant progress and hearing

outcomes and enters outcome information into the case management system. Assists the Problem-Solving Court Manager with transferring of cases into and out of other circuits. Assists with preparing and formatting weekly docket and related materials. Prepares and distributes correspondence related to program activities and maintains distribution lists.

The ideal candidate will have thorough working knowledge of the criminal justice system as well as a general knowledge of mental health and substance abuse. Must be proficient in MS Office (Word, Excel, PowerPoint and Outlook) and Adobe. Three years of professional administrative analytical related experience is preferred. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

A Bachelor's degree in public or business administration, criminal justice, psychology, sociology or closely related field is preferred. Additional relevant experience may substitute for the recommended education level on a year-for-year basis. A Master's degree may substitute for one year of the required experience. A Juris Doctorate degree may substitute for two years of the required experience.

State funded \$21.96/hr. employees may be eligible for insurance coverage holiday pay, sick or vacation time accrued.

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