



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Court Program Specialist I – Family Court Programs/Services

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 #: 22010137

Closing date: Open until filled

Education: Bachelor's Degree

Type: Full-Time

FLSA: Non-Exempt

Shift: Day

Salary: \$31,780.91

Location: Orlando, FL

Relocation: Not Available

To apply: <https://ninthcircuit.org/about/careers/court-program-specialist-i-family-court-programsservices>

Position description

This position is responsible for the case management and processing of family law cases. Provide clerical and administrative support to the Court Programs and Services: handle a high volume of phone calls, conduct intensive case management research, inquiry form, prepare notices and proposed orders, prepare reports, and maintain statistics.

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Must exercise a high degree of judgment, tact, and diplomacy and maintain confidentiality on sensitive issues. Must be able to work independently and be self-motivated, but also must work closely with others. Knowledge of family forms and procedures and/or family law, court rules and procedures, and case management experience is a plus. The ideal candidate must possess excellent organizational and communication skills. The preferred candidate will have a bachelor's degree in public or business administration, 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.

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 where all full time employees have access to:

- Paid Leave
- Paid Holidays
- Florida Tuition Waiver (State Employees)
- Affordable Health Benefits
- Optional Vision, Dental and Supplemental Insurance
- Free Life Insurance
- Multiple Deferred Compensation Options
- Florida Retirement Benefits
- Tax Favored Spending Accounts
- Employee Assistance Support
- Ongoing Training and Growth Opportunities