



15th Judicial Circuit Court (FL) Civil Court Case Manager (Court Program Specialist II)

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| SALARY | \$48,072.02 Annually | LOCATION | Main - 205 N. Dixie Hwy West Palm Beach, FL |
| JOB TYPE | Full-Time | DEPARTMENT | Case Management |
| DIVISION | Civil | OPENING DATE | 04/27/2023 |

SUMMARY

NEW SALARY: \$48,072.02 (annual salary of \$45,669.98 plus competitive area differential pay of \$2,402.04). The essential function of the position is to provide case management in the Civil Courts. Assist judges with timely disposition of cases through case management, case monitoring and program implementation. The position is responsible for collecting and reporting on case data and works under general supervision of a Court Operations Manager.

ESSENTIAL DUTIES

- Conduct case review and present data to judges.
- Composing and maintaining court orders, correspondence, memoranda, reports, e-mails and other documents. Schedule court hearings.
- Provide administrative assistance in the Civil Courts. Work with the Court Administrative staff to analyze trends and prepare statistical reports.
- Exercise independent judgment and initiative; establish working relationships with judges, court personnel, professionals associated with the legal community and the general public.

The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification.

MINIMUM QUALIFICATIONS / KNOWLEDGE, SKILLS & ABILITIES

Bachelor's degree in public or business administration, criminal justice, psychology, sociology or a closely social science related field.

Three years of professional administrative analytical related experience or a combination of education and training.

Relevant experience and/or education may substitute for the recommended minimum qualifications on a year-for-year basis.

KNOWLEDGE, SKILLS AND ABILITIES:

- Exceptional written and verbal communication skills.
- Knowledge of civil case flow and the documents filed at various states of civil proceedings.
- Knowledge of court procedures and understanding of basic legal terminology.
- Must be highly organized; demonstrate close attention to detail and the ability to work in stressful situations.
- Must have a demonstrated ability to interact with a diverse set of people in an open and friendly manner.
- Must be proficient in Microsoft Office (Word, Excel, Outlook, etc.).
- Ability to maintain confidentiality.

ADDITIONAL INFORMATION

NOTICE: Incomplete applications will not be considered. Applications will continue to be received until the position is filled. Submission of an application does not guarantee the applicant an interview. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate against any class of people.

If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call “711.”

Agency

15th Judicial Circuit Court (FL)

Address

205 N. Dixie Highway

West Palm Beach, Florida, 33401

Website

<https://www.15thcircuit.com/>