



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

### ***Vacancy Announcement***

### **Court Program Specialist II – Domestic Violence**

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 #:** 11132

**Closing date:** Open until filled

**Education:** Bachelor's Degree

**Type:** Full -Time

**FLSA:** Exempt

**Shift:** Day

**Salary:** \$22.61/HR

**Location:** Orlando, FL

**Relocation:** Not Available

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

#### **Position description**

The Court Program Specialist II in the Domestic Violence Division assist with providing case management services and court support to the judiciary. Attends judicial hearings and coordinates courtroom procedures. Monitors compliance of participants in court ordered programs. Assist as a liaison for the Court by maintaining daily communication with community providers, local governmental agencies, and Domestic Violence Shelters. The Court Program Specialist II monitors, identifies, report issues, and provides status updates that are relevant to judicial hearings.

The ideal candidate will be detail oriented with excellent written and oral communication skills, experience with Microsoft Office Suite applications and have a familiarity with Supreme Court Approved forms pertaining to Domestic, Repeat, Stalking, Sexual and Dating injunctions.

The preferred candidate will have a bachelor's degree from an accredited college or university with a major study in public or judicial administration, business, education, social work, criminal justice, law (paralegal), or a related social science. Progressively responsible experience may be substituted on a year-for-year basis for the required college training.

This position is Orange County funded with benefits.

### **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