



The Eighth Judicial Circuit of Florida

Serving Alachua, Baker, Bradford, Gilchrist, Levy, and Union Counties

Administrative Office of the Courts

JOB OPPORTUNITY

PART-TIME POSITION

POSITION TITLE: Court Program Specialist II	POSITION LOCATION: Baker, Bradford, Union County
POSITION #: 11769	SALARY: \$20,813.77/annually

GENERAL DESCRIPTION

The essential function of the position within the organization is to assist judges and magistrates with the timely disposition of probate and guardianship cases through legal research, case management, case monitoring and program implementation. The position is responsible for providing information to litigants and trial court staff, performing legal research as required, reviewing filings and making referrals to community-based services, drafting orders and memoranda, managing and preparing cases for court hearings and briefing judges, scheduling and attending hearings, and maintaining record/filing system. The position is responsible for collecting and reporting on case/program data and maintaining databases as needed. The position works under the general supervision of the Court Operations Director. Work will be primarily performed in Northern Region (Baker, Bradford, Union Counties).

KNOWLEDGE, SKILLS, ABILITIES

Legal research skills, including electronic research. Working knowledge of trial court rules and procedures. Exceptional written and oral communication skills, with the aptitude to write clearly and concisely, as well as communicate concepts orally with quick resolution to pending issues. The ability to work independently as well as through collaboration to ensure tasks are completed. Be resourceful, able to multi-task, and capable of prioritizing tasks assigned. Proficient in Microsoft Office applications and case management database applications. Ability to exercise discretion, confidentiality, impartiality, and honesty in handling matters before the court.

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited four-year college or university, J.D. from accredited law school and membership in the Florida Bar.

SALARY AND BENEFITS

Salary is \$20,813.77/annually. Schedule 20 hours per week. This is a state-funded position with State of Florida retirement benefits.

APPLICATION PROCESS

A [State of Florida Employment Application](#), cover letter and resume are required. This position is open until filled. Please submit documents via email to employment@circuit8.org, or via mail to Human Resources Office, Alachua County Family/Civil Courthouse, 201 E. University Avenue, Room 410, Gainesville, FL 32601.

NOTICE

The successful applicant will be subject to a criminal background check. EOE.

If you are a person with a disability selected to participate in the interview process and need an accommodation, you are entitled, at no cost to you, to the provision of certain assistance. Please contact ADA Coordinator at 352-337-6237.