



The Eighth Judicial Circuit of Florida

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

Administrative Office of the Courts

JOB OPPORTUNITY

FULL-TIME POSITION

POSITION TITLE: Civil Court Program Coordinator	POSITION LOCATION: Alachua County
POSITION #: 22012028	SALARY: \$52,917/annually

GENERAL DESCRIPTION

The essential function of the position within the organization is to oversee and coordinate the management and disposition of civil cases in the circuit. The position is responsible for supervising non-judicial personnel, developing and implementing innovative polices to enhance program operations, and analyzing rules, statutes, and court cases. The position will work with judges, technology staff, and administrative staff to ensure compliance with Florida Supreme Court Orders and Circuit Administrative Orders regarding civil case management.

KNOWLEDGE, SKILLS, ABILITIES

Comprehensive knowledge of the Florida court system, Rules of Civil procedure, and Florida Statutes relating to civil practice. Must have strong written and oral communication skills. Able to develop, implement, coordinate and manage court programs. Capable of working independently, with minimum supervision, instruction, or review of daily work. Ability to engage in long range planning in order to administer an effective program. Must have good independent judgment and exacting attention to detail. Establish and maintain working relationships with judges, attorneys, and court staff, as well as public and private agencies.

EDUCATION AND EXPERIENCE

Juris doctorate required.

SALARY AND BENEFITS

Salary is \$52,917/annually. State of Florida benefits and retirement offered.

APPLICATION PROCESS

All applications must be submitted through the [People First System](#) and include a cover letter and resume. This position is open until filled. Questions can be submitted to employment@circuit8.org.

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.