



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: Court Program Specialist II	POSITION LOCATION: Gainesville, FL
POSITION #: 11810	SALARY: \$38,058.32/annually

GENERAL DESCRIPTION

The essential function of this position is to assist the court by managing and monitoring cases as they proceed through the Eighth Judicial Circuit court system. Types of cases may include, but are not limited to, foreclosure, guardianship, and/or probate. The position is responsible for tracking the progress of cases, setting them for hearings, assuring that orders are prepared and signed, and for maintaining databases as needed for reporting purposes. The successful applicant will work directly with self-represented litigants to assist them in navigating the court process through case resolution. Work will involve working closely with judges, magistrates, court administration, attorneys, and members of the public. Work will suit someone who enjoys being self-directed. This position is based in Alachua County, though some travel around the circuit may be required. The position works under the direct supervision of the Court Operations Director.

KNOWLEDGE, SKILLS, ABILITIES

Working knowledge of trial court rules and procedures. Ability to work with minimal supervision and establish work priorities. Ability to handle sensitive matters with integrity and confidentiality. Excellent organization, time management, critical thinking, oral and written communication skills. Maintain a professional and courteous demeanor when assisting people who may be experiencing a high level of stress. Proficient in Microsoft Office applications and operation of standard office equipment.

EDUCATION AND EXPERIENCE

An Associate's degree from an accredited college or university and one year of experience in administrative work. Relevant experience may substitute for the educational requirement.

SALARY AND BENEFITS

Salary is \$38,058.32/annually. This is a state-funded position with State of Florida retirement benefits.

APPLICATION PROCESS

All applications must be submitted through [People First](#) and include a cover letter and resume. This position is open until filled.

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.