



## The Eighth Judicial Circuit of Florida

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

### Administrative Office of the Courts

## JOB OPPORTUNITY

### OPS POSITION

POSITION TITLE: Court Program Specialist II	POSITION LOCATION: Alachua County
POSITION HOURS: Part-Time (30 hours per week)	SALARY: \$19.20/hour

### GENERAL DESCRIPTION

The essential function of this position is performing administrative duties managing the office of an Alachua County Court Judge. The judicial assistant is the judge's liaison to assist and inform litigants, attorneys, law enforcement personnel, and witnesses concerning court procedure and policy. Frequent working contacts are made with judges, offices of the Clerk of Court, Trial Court Administrator, State Attorney, Public Defender, private attorneys, law clerks, state and local law enforcement, witnesses, bailiffs, criminal justice and social service professionals, the news media, and the public.

### KNOWLEDGE, SKILLS, ABILITIES

Must have strong written and oral communication skills. Be resourceful and capable of prioritizing tasks, including long and short-ranged projects. Proficient in Microsoft Office applications. Use independent judgment and discretion concerning confidential information. Ability to establish and maintain working relationships with judges, staff, attorneys, the public, as well as public and private agencies.

### EXAMPLES OF WORK PERFORMED

Screens telephone calls; provides information regarding basic procedural questions and resolves issues as necessary while maintaining a professional and courteous demeanor. Manages day-to-day office tasks, including mail, e-mail correspondence, order processing, and scheduling.

### EDUCATION AND EXPERIENCE

High school diploma or GED required. College degree preferred. Relevant experience may substitute for education.

### SALARY AND BENEFITS

Salary rate of \$19.20/hour. Schedule flexible at 30 hours per week. This position is funded for 12 weeks. No health insurance or benefits offered.

### 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](mailto:employment@circuit8.org), or via mail to Human Resources Manager, 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.