



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: Bradford, Baker County
POSITION HOURS: Part-Time (20 hours per week)	SALARY: \$20.00/hour

GENERAL DESCRIPTION

The essential function of the position is to serve the public by providing information, resource referrals, and procedural direction to litigants not represented by an attorney. The position provides case management assistance to the court, and also meets with individual litigants in order to provide procedural assistance with navigating the court system. The position should be comfortable with written, as well as oral, communication and expression. The position works independently, reporting activities through periodic meetings. This position will be based in Bradford or Baker County.

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 \$20.00/hour. Schedule flexible at 20 hours per week. 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, 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.