



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

GENERAL DESCRIPTION

The essential function of the position within the organization is to assist judges with case management of mental health cases. The position is responsible for preparing case information for use by judges; attending court hearings; drafting judicial orders ; screening referrals made to mental health court ; coordinating with members of the court team (State Attorney’s office, Public Defender’s office, Judge etc.) ; preparing data reports. 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 Director of Court Operations. This position will be based in Bradford County.

KNOWLEDGE, SKILLS, ABILITIES

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. Relevant experience may substitute for educational requirement.

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 these 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.