



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: Probate Case Manager	POSITION LOCATION: Alachua County
POSITION #: 10094	SALARY: \$41,627/annually

GENERAL DESCRIPTION

The essential function of this position is to assist the court by managing and monitoring probate proceedings in the Eighth Circuit. 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. Work will involve dealing with judges, magistrates, court administration, attorneys, and members of the public. This position is based in Alachua County, though some travel around the circuit may be required. The position works under the supervision of the Court Operations Director.

KNOWLEDGE, SKILLS, ABILITIES

Working knowledge of trial court rules and procedures. Specific experience working with Chapter 731 (Probate Code) and the Probate Rules of Procedure is preferred. Ability to handle sensitive matters with integrity and utmost confidentiality. Excellent oral and written communication skills. The ability to work independently with minimal supervision, be resourceful, multi-task, and prioritize tasks, including long and short-term projects. Maintain a professional and courteous demeanor when dealing with distressed individuals. Proficient in Microsoft Office applications and operation of standard office equipment.

EDUCATION AND EXPERIENCE

An Associate's degree from an accredited college or university or Paralegal Certification, and one year of experience in legal administrative work. Progressive responsible work in relevant areas may substitute for the educational requirement.

SALARY AND BENEFITS

Salary is \$41,627/annually. This is a state-funded position with State of Florida retirement benefits.

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 Office, 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.