



The Eighth Judicial Circuit of Florida

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

Administrative Office of the Courts

JOB OPPORTUNITY

FULL-TIME COUNTY-FUNDED POSITION

POSITION TITLE: Self-Help Center Director	POSITION LOCATION: Alachua County
POSITION #: 5107	SALARY: \$68,000.00/annually

GENERAL DESCRIPTION

This position will serve as the Director of the Alachua County Self-Help Center and will be responsible for the day-to-day management of its operations. The Self-Help Center serves the citizens of Alachua County by providing individuals not represented by an attorney with procedural assistance in civil matters, including family law, probate, small claims, and landlord/tenant. Working relationships are established with judges, court personnel, professionals associated with self-represented litigants, and the general public. This position reports to the Director of Court Operations.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of the State of Florida Family Court System. Ability to provide procedural assistance to self-represented litigants, including review of case files, obtaining and properly filing necessary forms. Exceptional communication skills, with the aptitude to write clearly and concisely, as well as communicate concepts orally. Capable of managing and organizing a high-energy, high-volume environment and ensuring deadlines are met. Proficient in Microsoft Office applications. Bilingual in Spanish helpful. Capable of supporting the judiciary by managing cases, scheduling hearings and non-jury trials, as well as attend hearings and trials, and draft orders and notices. Ability to expand services provided by the Center by forming and maintaining working relationships with various community organizations.

EDUCATION AND EXPERIENCE

Graduation from an accredited four-year college or university in public or judicial administration, business, education, social work or a related social science field, and two years of experience in program administration. A master's degree in an area cited above or graduation from an accredited school of law may substitute for the recommended experience. Progressively responsible experience in program administration may substitute for the recommended college education on a year for year basis. JD preferred.

SALARY AND BENEFITS

Salary is \$68,000.00/annually. County benefits offered, including State of Florida retirement.

APPLICATION PROCESS

A cover letter and resume are required. Please submit documents via email to employment@circuit8.org. This position is open until filled. Questions can be submitted to employment@circuit8.org.

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.