

**TENTH JUDICIAL CIRCUIT
POLK, HIGHLANDS AND HARDEE COUNTIES
JOB ANNOUNCEMENT**

OFFICIAL JOB TITLE: **Court Program Specialist II
Juvenile Court Case Manager**

SALARY: **\$36,115.32**

CLOSING DATE: **Open until filled**

WORK SCHEDULE: **Monday through Friday**

JOB LOCATION: **Polk County Courthouse**

MAJOR FUNCTION:

Monitors progress of cases filed in juvenile court from filing through disposition and court review process. Assists in assigning cases to tracks according to specified criteria. Monitors compliance with juvenile and case management time standards and with court orders and checks case files for court readiness. Checks various benchmarks of cases, assures that all background information of the case is maintained and updated. The Juvenile Case Manager will be expected to become familiar with the case and may alert the court when it is necessary to schedule a hearing. Work is performed with considerable independence under the administrative supervision of the Juvenile Program Coordinator and, Juvenile Division Administrative Judge, and individual judges.

ILLUSTRATIVE DUTIES:

NOTE: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Assist in assigning cases to case management tracks and monitors compliance with case management time standards.
- Monitors compliance with court orders.
- Identifies different cases affecting the same family and assists judges in avoiding conflicting orders in those cases.
- Provides benchmarks on personal computer regarding progress of cases.
- Ensures that all background information on a case is maintained and updated and follows through with appropriate action if essential information is lacking or if additional information is needed.
- Will be intimately familiar with the case and may alert the court when hearings need to be set, sometimes immediately.
- Acts as court liaison between the Administrative Judge and the other judges of the Juvenile Division and other agencies.
- Performs detailed case management activities.

- Reviews and analyzes court files for correct pleadings, completeness and related legal documents in accordance with Florida statutes, rules of court and case law.
- Assist in maintaining a tracking system that will assist the court in compliance with time frames imposed by Florida statutes, the Florida Supreme Court, and federal laws.
- Reviews reports for accuracy and completeness.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of operations of the Florida State Courts System, specifically in family, dependency and delinquency court procedures. Ability to determine needs of the court as they relate to specific cases. Ability to exercise sound judgment in evaluating situations and making recommendations. Ability to establish and maintain effective working relationships. Ability to handle special or sensitive assignments with tact and diplomacy. Ability to exercise discretion and confidentiality. Ability to work under pressure and meet deadlines. Knowledge of the principles and methods and ability to conduct research and compose technical reports. Ability to communicate clearly, concisely, and logically. Ability to operate a personal computer, ability to use word processing, spreadsheets and database software applications. Knowledge of or ability to learn principles of case management as applicable to dependency and family law cases.

MINIMUM QUALIFICATIONS:

Graduation from an accredited four year college or university with a major in public or judicial administration, business, education, social work, or a related social science, and two years of experience in program administration or program evaluation. A master's degree in an area cited above may be substituted for the recommended experience. Progressively responsible experience in program administration or evaluation may substitute for the recommended college education on a year for year basis.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Interested applicants must complete a State of Florida application form and submit it no later than the closing date indicated above to:

**Stephanie Sullivan
Human Resources Manager
Post Office Box 9000, Drawer J102
Bartow, FL 33831-9000
Telephone: (863) 534-4035
Fax: (863) 534-4699
TDD: (863) 534-7777**

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.