



# Administrative Office of the Courts

## JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITIONS  
*Three Case Manager Positions*  
*Previous Applicants Need Not Apply*

Posting Date: July 22, 2024

Closing Date: July 29, 2024

**POSITION TITLE: Civil Case Manager/Court Program Specialist II**  
**ANNUAL SALARY: \$48,393.06**  
**FLSA STATUS: Excluded**

**DEPARTMENT: Civil Case Management**  
**PAY GRADE: 30 POSITIONS # 012242, 012243 & 012244**

**SUMMARY:** Perform administrative and case management functions in all circuit and county civil divisions in support of the timely resolution of civil cases, while adhering to the time standards established in the rules of general practice and judicial administration.

### **MINIMUM QUALIFICATIONS:**

- **EXPERIENCE:** Three years of professional, administrative and/or analytical related experience. Paralegal experience or work experience related to case management is preferred. Substitution: Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.
- Bachelor's degree in public or business administration, criminal justice, psychology, sociology or a closely related social science field.

### **ESSENTIAL DUTIES:**

- Provide case management and administrative support to the circuit and county court divisions in a timely and efficient manner. Review civil case files/records to identify action items and case status. Access and update case information using the court's case management software. Must have the ability to multitask, and work independently. Must have or acquire general knowledge of the rules of civil procedure, rules of judicial administration, and working knowledge of civil court processes, procedures, and practices.
- Maintain a checklist to monitor all actions or events to be taken by the attorneys or parties.
- Utilize standardized court orders and forms in circuit and county civil divisions. Maintain standardized case management reports to monitor case status and progress.
- Analyze data generated by case management systems and prepare uniform statistical data reports for the use of the circuit and county division judges.
- Communicate with attorneys, parties, and litigants to advise of the required action or documentation prior to the scheduling of a hearing.
- Attend court hearings and provide court record information to the presiding judge. Communicate judicial rulings and decisions to attorneys, parties, and litigants. Assess compliance with judicial directives.
- Work both independently and collaboratively. Foster and maintain collaborative relationships with judges, judicial assistants, program coordinator, and other staff case managers.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to apply rules of civil procedure and the rules of judicial administration.
- Ability to understand and implement case management workflow processes and establish priorities for work assignments.
- Excellent organizational and multitasking skills required.
- Ability to communicate effectively, orally and in writing.
- Ability to work both independently in a moderate stress environment, and collaboratively to achieve common goals.
- Ability to use a computer and software such as Word and Excel.
- Ability to review data and case files, perform statistical and computational tasks, and analyze data to write reports and communicate findings.

- Ability to establish and maintain effective working relationships with judges, judicial assistants, clerk personnel, other professionals and the general public. Incumbent must be professional in all regards

**BENEFITS PACKAGE:** Paid vacation, sick leave and holidays, comprehensive health insurance and life insurance with accidental death and dismemberment benefits, supplemental dental, vision, life, disability and hospitalization insurance, promotional opportunities, Florida Retirement System (FRS) eligibility, tuition-free college courses, 457 Tax Deferred Retirement Plan.

**TO APPLY:** Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at [www.fljud13.org](http://www.fljud13.org)) in (1) PDF file via email to [recruiting@fljud13.org](mailto:recruiting@fljud13.org). **APPLICATION PACKETS MUST INCLUDE THE 3 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.**

**NOTICE:** Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Requests for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.