



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

COUNTY-FUNDED POSITION

Posting Date: June 25, 2024

Closing Date: July 9, 2024

POSITION TITLE: Drug Court Specialist II
ANNUAL SALARY: \$45,669.96
FLSA STATUS: Excluded

DEPARTMENT: Problem Solving Court Programs
PAY GRADE: 30 **POSITION #** 000026

SUMMARY: Perform administrative case management, substance abuse treatment assessment and evaluation of participants entering Drug Court Programs. Attend court to provide support to the presiding judge and perform case management functions.

MINIMUM QUALIFICATIONS: Bachelor's degree in public or business administration, criminal justice, psychology, sociology or a closely related social science field **and** three years of case management experience. Preference given to those working in the field of addiction or mental health, to include co-occurring disorders. **Substitution:** A Master's degree or Juris Doctorate may substitute for one year of experience.

ESSENTIAL DUTIES: Serve as case manager for criminal, dependency, and juvenile delinquency drug court cases, with primary assignment in Family Dependency Treatment Court.

Serve as liaison for drug court cases with agencies involved in the drug court programs. Administer drug screens to same sex individuals.

Attend court hearings and staffings, documenting the outcomes of these events.

Request reports from outside organizations and provide updates to the Court and multi-disciplinary team.

Communicate with criminal, dependency, and juvenile delinquency case participants, to include crisis situations. Effectively share information with judges, attorneys, and community resource agencies.

Maintain regular contact with participants, including phone and e-mail contact.

Prepare reports, maintain spreadsheets, draft correspondence, and other administrative tasks.

Enter data into case management system in compliance with state guidelines and directives.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of community treatment services, methodologies and practices. Considerable knowledge of monitoring and evaluation methods. Working knowledge of case management methods and procedures. Working knowledge of the criminal justice system for adults and juveniles, and family dependency process. Ability to communicate effectively. Ability to establish and maintain effective working relationships with local and state officials and the general public. Ability to review and evaluate programs and projects. Ability to perform statistical and computational tasks and analyze data to write reports. Incumbent must be professional in all regards.

BENEFITS PACKAGE: Paid time off and holidays, cafeteria benefit plan including health insurance and life insurance with accidental death and dismemberment benefits, supplemental dental, vision, life, disability and hospitalization insurance, promotional opportunities, 457k Tax Deferred Retirement Plan. Parking subsidy may apply.

TO APPLY: Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at www.fljud13.org) in (1) PDF file via email to 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.