

**FIFTEENTH JUDICIAL CIRCUIT  
ADMINISTRATIVE OFFICE OF THE COURT**

**COUNTY COURT CASE MANAGER**

The Fifteenth Judicial Circuit invites qualified individuals to apply for the position of Juvenile Court Case Manager (Position #8489).

**THIS IS AN AT-WILL PALM BEACH COUNTY POSITION**

**This County position is based on a 40-hour work week, with an annual salary of \$37,953.76. This position will be stationed in the Main Judicial Complex located at 205 N. Dixie Highway, West Palm Beach, Florida 33401.**

In addition to the base salary, this position offers:

- Significant cost sharing on Palm Beach County medical benefits
- Eligibility for a wide range of County benefits, including but not limited to: life insurance, dental care, disability coverage
- Retirement Plan and Deferred Compensation options
- Vacation and Sick Leave accruals
- County Holidays

**RESPONSIBILITIES:**

- Perform various case management and coordination functions to the Delinquency Drug Court program
- Coordinate community service projects for court-involved juveniles and assist in providing information on community resources
- Conduct reviews of caseload data and complete maintenance as required
- Screen dependency and delinquency cases; prepare orders, research case histories, and attend court as required
- Assist in implementing new juvenile court programs and related duties as required
- Establish working relationships with judges, court personnel, professionals associated with the Juvenile Court, and the general public
- Maintain and prepare statistical information and reports
- Attend and participate in community stakeholder meetings, as well as travel to satellite courthouse and community locations
- Facilitate Juvenile Education Clinics
- Complete special assignments at the request of the Judiciary and the Juvenile Operations Manager
- Administering alternative sanctions for juveniles as requested
- Research and develop best practices for court-involved juveniles and families

### **QUALIFICATIONS:**

Graduation from an accredited four year college or university with a major in public or judicial administration, criminal justice, psychology, education, social work, mental health or related and two years of related experience in program administration or program evaluation

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

- Knowledge of the legal system, juvenile court procedures including dependency and delinquency procedures, legal terminology
- Skill in analyzing court files for appropriate pleadings and legal documentation
- Ability to work independently and to establish work priorities
- Ability to communicate ideas clearly, concisely and logically, both orally and in writing with a diverse group of people
- Ability to maintain confidentiality concerning sensitive issues before the court
- Ability to use word processing, spreadsheets, and database software applications
- Ability to maintain effective working relationships with other court personnel and outside agencies, legal professionals, litigants, and the general public
- Ability to interpret, explain and apply laws, rules, policies and procedures

### **PHYSICAL DEMANDS:**

Work involves a significant amount of driving, listening, sitting, standing, talking, typing and walking

### **LICENSES CERTIFICATIONS:**

Must possess a valid Florida Driver's License

### **PROCEDURE FOR APPLYING:**

Interested parties should forward three completed packages (one original and two copies) to:

**Tammy Anton**, Chief of Personnel Services  
Fifteenth Judicial Circuit – Court Administration  
205 North Dixie Highway, 5th Floor  
West Palm Beach, FL 33401

Each application package must include the following:

- Cover letter
- Resume
- **Palm Beach County application form, available at the following link:**  
<http://pbcgov.com/humanresources/recruitment/pdf/applicationforemployment.pdf>

Please note that completed application material cannot be submitted electronically. Incomplete applications will not be considered. **Applications must be received no later than 4:00 P.M. on Friday, March 25, 2016.** Submission of an application does not guarantee the applicant an interview.

**If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Tammy Anton, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call “711.”**