

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

**CASE MANAGER  
(Family Court)**

The Fifteenth Judicial Circuit invites qualified individuals to apply for the position of Case Manager in Family Court (State title: Court Program Specialist II).

**This full-time position is based on a 40-hour work week. The starting salary for this position is \$36,115.32. This position will be stationed in the North, South or Main Judicial Complex.**

In addition to the base salary, this position offers:

- Significant cost sharing on State of Florida medical benefits
- Eligibility for a wide range of State benefits, including but not limited to: life insurance, dental care, disability coverage
- Retirement plan and deferred compensation options
- Vacation and Sick Leave accruals
- Court Holidays

**RESPONSIBILITIES:**

- Working under the general supervision of the Family Court Manager, and being reviewed through reports, conferences and results achieved
- Providing case management services and other assistance to the judiciary and family magistrates of the Unified Family Court Division
- Monitoring the movement of the court cases from point of initiation to disposition; exercising independent judgment and initiative
- Coordinating, linking and tracking all related court cases
- Using mechanisms such as early screening, the creation of event deadlines (pursuant to Florida Supreme Court disposition time frames), scheduling hearings and drafting proposed orders
- Researching case histories, compiling statistical data, attending court, setting mandatory case conferences and any other duties assigned by the judiciary, family magistrates or Family Court Manager
- Assisting the public with court information and responding to procedural questions from pro se litigants
- Establishing working relationships with judges, court personnel, professionals associated with family court and the general public

**QUALIFICATIONS:**

- Graduation from an accredited four year college or university with a major in public or business administration, criminal justice, psychology, sociology, pre-law or a closely social science related field
- Three years of professional administrative analytical related experience
- A master's degree may substitute for one year of the required experience

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

- Knowledge of the legal system, family court 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
- **Must be extremely computer literate and able to work in a paperless/fileless system**

### **PHYSICAL DEMANDS:**

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

### **PROCEDURE FOR APPLYING:**

Interested parties should forward three (3) completed application packages to:

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

Each completed package shall include the following:

- Cover letter
- Resume
- State of Florida application form, available at the following link:  
[www.floridasupremecourt.org/employment/application\\_writeable.pdf](http://www.floridasupremecourt.org/employment/application_writeable.pdf)

Please note that completed application material cannot be submitted electronically. Incomplete applications will not be considered. **Applications must be received by 4:00 PM on Monday, December 21, 2015.** Submission of an application does not guarantee the applicant an interview. Continued employment for the selected candidate will be contingent upon successful completion of a background check.

**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.”**