

Court Program Specialist II – Delinquency Unit

Distinguishing Characteristics of Work

This is professional work in the Juvenile Delinquency Court monitoring compliance with court orders, diversion programs and services.

Specific Duties and Responsibilities

- Reviews case files and inputs case information into database system to monitor and track case progress.
- Prepares and completes court dockets for judges through data collection and researched case history.
- Monitors juveniles' diversion program enrollment and upon notification of the diversion program compliance, notifies the Clerk's Office to remove case from judges' dockets.
- Contacts diversion programs via e-mail or telephone to monitor juveniles' compliance with diversion program. Upon juveniles' completion of diversion program, collaborates with the State Attorney's Office to close juvenile's case.
- Attends court hearings and provides diversion case information to the court at scheduled hearings.
- Reviews case files and database on a daily basis to ensure juveniles are compliant with juvenile Diversion Programs sanctions.
- Provides community resources to juveniles and parents of Diversion Programs and monitors compliance to prevent juveniles' cases from being filed in the court.
- Compiles diversion data information for performance measures and reports.
- Coordinates with the *Unified Family Court Case Management* to ensure proper assignment and scheduling of cases.
- Monitors cases to ensure compliance of trial court time standards and adherence to statutory time frames.
- Investigates and resolves routine procedural problems.
- Identifies diversionary events and trends which impact negatively upon the timely progress of juveniles' diversion enrollment and informs court and administration of findings.
- Links juveniles to mental health and substance abuse services.

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- Research names, addresses, and phone number of juveniles and families to facilitate contact for management of court cases.
- Assists judges in courtroom by coordinating courtroom activity to facilitate the case flow process.
- Monitors cases for compliance (e.g., court order evaluations and service linkage) and processes cases in accordance with approved court procedures.
- Prepares cases for transfer to other divisions as appropriate.
- Performs other duties as may be assigned.

Education & Training Guidelines

Bachelor's degree in social work, psychology, criminal justice, or related field; supplemented by two years of supervised experience in legal case management that provides considerable knowledge of the court system and judicial process, with an emphasis in family and legal case management. Master's degree may substitute for a portion of the required experience.

Family law background preferred.

Knowledge Skills & Abilities

- Knowledge of court case management principles .
- Knowledge of Florida Statutes Chapter 985.
- Knowledge of Courtroom protocol for delinquency court hearings.
- Ability to interact effectively with professional and support staff.
- Ability to communicate clearly and effectively and make written and oral presentations to Judges and community representatives.
- Ability to maintain confidentiality and discretion concerning case management.
- Ability to analyze data and case information.
- Ability to identify problems and make recommendations for improvements.
- Ability to establish work priorities and meet deadlines.
- Ability to use a personal computer, word processing and software applications.
- Timeliness and attendance are essential functions of the job.