

# CURRENT JOB OPPORTUNITY

**Date:** Jun 11, 2024

**Closing Date:** Open Until Filled

**Position Number:** OPS

**Position Title:** Court Program Specialist II

**Hiring Salary:** \$21.96 (Hourly)

This position provides direct support to the adult post-adjudicatory drug court expansion program by providing case management, including service referral, coordination, monitoring, and tracking compliance of participants in the treatment-based drug court program. Responsibilities include identifying potential drug court clients and providing initial review and evaluation of cases to determine drug court eligibility. Responsible for entering, monitoring, and maintaining the drug court client database capturing all required data elements and other necessary statistical information relating to the drug court expansion program. The position is responsible for participating in drug court status review hearings. The position may monitor contractual agreements for services supporting the drug court expansion program; such as, grant-in-aid agreements between the drug court and the county, including the budget for treatment services to ensure grant funds are utilized appropriately. This position requires a working knowledge of the criminal justice system, drug court procedures, and a general understanding of the judicial system and the drug court expansion grant requirements. The position establishes and maintains close working relationships with court personnel, professionals associated with the drug court program, community agencies, and with the general public. Work is performed under the general supervision of the Drug Court Manager. Attendance is an essential function of the job.

## Education and Training Guidelines:

**Additional relevant experience may substitute for the recommended educational level on a year-for-year basis and additional relevant education may substitute for the recommended experience on a year-for-year basis.**

Bachelor's degree in public or business administration, criminal justice, psychology, sociology or a closely social science related field and three years of related experience.

Juris doctorate degree may substitute for required experience.

## Competencies:

### **Data Responsibility:**

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

### **People Responsibility:**

Persuades or influences others in favor of a service, course of action, or point of view.

### **Assets Responsibility:**

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

**Mathematical Requirements:**

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**Communications Requirement:**

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

**Complexity of Work:**

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous close attention for accurate results or frequent exposure to unusual pressures.

**Impact of Decisions:**

The impact of errors is moderately serious – affects work unit and affects other units or citizens.

**Equipment Usage:**

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing or spreadsheets.

**Safety of Others:**

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

## Special Comments:

**\*\*This position is funded by economic stimulus money**

## How to Apply:

Submit a current and complete State of Florida application and verification of required education (i.e., copy of high school diploma, copy of college degree or college transcript) to:

Personnel  
Court Administrator's Office  
201 SE 6<sup>th</sup> Street, Room 20140  
Ft. Lauderdale, FL 3301  
Phone: 954-831-7335

**An application must be submitted for the position listing the appropriate class title and position number for which you are applying.**

**The successful applicant 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.**

**If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective**

**position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.**