



## **Ninth Judicial Circuit Court of Florida**

### ***Vacancy Announcement***

### **Court Program Specialist I – Domestic Violence**

The Ninth Judicial Circuit Court is a progressive trial court in Central Florida where employees make a difference. Our team of court professionals is richly diverse, with unique perspectives and ideas. We encourage teamwork and individual contribution and pride ourselves on changing attitudes and doing things better. We're always interested in dynamic individuals who enjoy innovation, new ideas and the opportunity to serve others while leading the way to the court of tomorrow.

#### **Position details**

**Position #:** 11131

**Closing date:** Open until filled

**Education:** Bachelor's Degree

**Type:** Full -Time

**FLSA:** Non-Exempt

**Shift:** Day

**Salary:** \$20.56HR/\$42,764.80Annually

**Location:** Orlando, FL

**Relocation:** Not Available

To apply: <https://ninthcircuit.org/about/careers/court-program-specialist-i-domestic-violence>

#### **Position description**

The Court Program Specialist I in the Domestic Violence Division assist with providing case management services and court support to the judiciary. This position is responsible for preparing temporary and final injunction orders based upon the ruling of the Court. Prepares weekly dockets/calendars for injunction return hearings. Assists in the preparation of files for injunction hearings and attends judicial hearings. Obtains information pertinent to injunction orders, to include criminal backgrounds of all parties.

The ideal candidate needs to be detail oriented with excellent written and oral communication skills, experienced with Microsoft Office Suite applications, and have a familiarity with Supreme Court Approved forms pertaining to Domestic, Repeat, Stalking, Sexual and Dating injunctions. Customer service training and experience would be helpful for the face-to-face interaction required during the check in process for court hearings.

The preferred candidate will have a bachelor's degree from an accredited college or university with a major study in public or judicial administration, business, education, social work, criminal justice, law (paralegal), or a related social science. Progressively responsible experience may be substituted on a year-for-year basis for the required college training. This is an Orange County Funded position.

### **Equal opportunity employer**

The Ninth Judicial Circuit Court is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Persons with a disability needing an accommodation for the application/selection process should notify Human Resources (407) 836-2261 prior to the application deadline. If you are hearing or voice impaired, call 711.

### **Benefits**

The Ninth Circuit is a unique organization, rich with diversity and unlimited opportunity. Depending on certain circumstances, OPS employees may also be eligible for:

- Affordable Health Benefits
- Optional Vision, Dental, Life and Supplemental Insurance
- Multiple Deferred Compensation Options
- Tax Favored Spending Accounts
- Employee Assistance Support
- Ongoing Training and Growth Opportunities