

**COURT ADMINISTRATION
EIGHTH JUDICIAL CIRCUIT**

**Court Program Specialist II
(Pro Se Case Manager)
(Baker, Bradford, Gilchrist, Levy and Union Counties)**

The Pro Se Case Manager for the regional counties will assist self represented litigants in obtaining, completing and filing family law forms, and assist litigants through the court process until the case is complete. This position will also assist the judiciary by ensuring that the proper forms and documents are filed. Working relationships are established with court personnel throughout the circuit, professionals associated with the self represented litigants and the general public.

(THIS POSITION WILL NOT SERVE ALACHUA COUNTY)

Education and Training Guidelines: Graduation from an accredited four year college or university in public or judicial administration, business, education, social work or a related social science, and two years of experience in program administration. A master's degree area cited above or graduation from an accredited school of law may substitute for the recommended experience. Progressively responsible experience in program administration may substitute for the recommended college education on a year for year basis.

Essential Duties for the Pro Se Case Manager:

- § Meet with litigants to assist them with completing and filing the paperwork associated with their family law case, to answer procedural questions, to apprise them of the status of their case, to notarize documents as needed, and to provide contact information for service providers in the circuit. The Pro Se Case Manager will be available to meet with litigants in each of the five regional counties on a regular weekly schedule.
- § Review all pro se files and docket cases for non-jury trials/hearings. Coordinate the times, dates and locations for these hearings with the Judge's judicial assistant. In cases that are not ready to proceed, contact the petitioner and advise them of missing documents.
- § Track pro se case progression, set for case status conference if there has been no action in the case.
- § Attend regularly scheduled pro se hearings and prepare orders and final judgments for the judge.
- § Maintain and update the packets sold by the Clerk's office as necessary. Ensure that the Clerk's offices are made aware of any changes or updates and make any changes or additions to the packets. This must be done in conjunction with Family Division Case Management staff in order to provide continuity throughout the circuit.

Starting salary is \$36,115/annually (hiring at base).

Knowledge, Skills and Abilities:

Knowledge of Family Court system in Florida, ability to draft court orders, ability to communicate clearly and logically. Ability to use a personal computer and applications such as Microsoft Word and Excel. Ability to organize work, establish priorities and meet deadlines. Ability to organize and/or automate office procedures and maintain an effective filing system. Reliable transportation is necessary, as travel to all parts of the circuit is required.

A State of Florida Job Application is required. Please send the application to Ms. Jan Phillips, Human Resources Manager, Alachua County Family/Civil Courthouse, 201 E. University Avenue, Room 410, Gainesville, FL 32601. If you need a special accommodation to participate in the application/selection process, please call 352-337-6237 (Office and TDD). **Position is open until filled.** Continued employment is contingent upon successful candidate clearing a criminal background check.