



## Hernando County, Florida BOCC Court Program Specialist I

<b>SALARY</b>	\$18.80 - \$24.44 Hourly \$39,104.00 - \$50,835.20 Annually	<b>LOCATION</b>	Brooksville, FL
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	14207
<b>DEPARTMENT</b>	Court Services	<b>DIVISION</b>	Court Innov / Drug Court
<b>OPENING DATE</b>	01/07/2025	<b>CLOSING DATE</b>	1/21/2025 11:59 PM Eastern
<b>FLSA</b>	Non-Exempt	<b>BARGAINING UNIT</b>	N/A

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### Description

This is professional work assisting in program administration and evaluation within a court program office of the Office of the Court Administrator. Work is performed under the general supervision of the Director of Case Management.

### Examples of Duties

- Responsible for maintaining databases, serving the court by collecting and reporting on case/program data, facilitating referrals, interacting with other Courts System personnel, judges, and the community to facilitate case management and performing related clerical functions.
- Assists the Court Operations Manager on a variety of projects, studies, and reports for monitoring, evaluating, and improving program operations and services.
- Assists with creating dockets, maintains calendar, calls parties involved to coordinate and schedule intakes and appointments.
- May serve as support staff to various judicial committees or task forces to assist in the analysis of current laws and regulations and to analyze the effects on the program of changes to laws and regulations.
- Responsible for entering, monitoring, and keeping current a data base of participants of the assigned program.
- Develops working relationships with court personnel, and stakeholders.
- Appearance in Court may be regularly required.
- Regular attendance, professional appearance, and punctuality with flexible hours as required by court schedule.
- Other duties as assigned.

### Emergency Response

County employees are required to report for work during a state of emergency and are subject to recall around the clock for emergency response operations which may include duties other than those specified in this job description.

### Typical Qualifications

#### Minimum Qualifications

- Graduation from an accredited four-year college or university with a major in public or judicial administration, business, legal assisting, education, social work, or a related social science.
- Two (2) years of experience in program administration or program evaluation.
- Progressively responsible experience in program administration or evaluation may substitute for the recommended college education on a year for year basis.

#### Licenses, Certifications or Registrations

Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.

#### Required Competencies

- Knowledge of the methods and techniques of program planning, administration and evaluation.
- Ability to conduct research and compose technical reports.
- Ability to communicate clearly, concisely and logically.
- Ability to conduct basic financial and bookkeeping functions.
- Ability to operate a personal computer and ability to use word processing, spreadsheet, and data base software applications.
- Proficiency with software programs such as Excel, Word, Power Point and other processing software.
- Good written and verbal communication skills.

## Supplemental Information

### Physical Demands

While performing the duties of this job, the employee will occasionally be required to sit, and to lift up to 15 pounds; regularly be required to use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and will frequently be required to stand, walk, talk or hear. Vision requirements are close and distance vision, depth perception, and ability to adjust focus.

### Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job the employee will occasionally be exposed to outdoor weather conditions. The noise level for this environment is moderate.

Pay Grade: 4

*Hernando County Board of County Commissioners (BOCC) is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, color, religion, gender, orientation, national origin, age, marital status, veteran status, genetic information, pregnancy, disability, or any other protected characteristic as defined by law.*

*Hernando County is a Drug-Free workplace. All employees are subject to drug testing in accordance with Federal and Florida State Law.*

*Applicants requiring reasonable accommodations as defined by the Americans with Disabilities Act, must provide notification to the BOCC in advance to allow sufficient time to provide an accommodation.*

## Benefits

Join our team!

Our benefits are designed to enhance your work and life balance, as well as the community we serve.

Hernando County offers a comprehensive benefits package to eligible employees including health care, dental, vision, Florida Retirement System (FRS), voluntary deferred compensation plans, flexible spending accounts, life insurance, long-term disability, holidays, and paid time off plans.

To learn more details, visit our benefits page: <https://www.hernandocounty.us/departments/departments-f-m/human-resources/benefits>

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### Agency

Hernando County, Florida BOCC

### Address

15470 Flight Path Drive

Brooksville, Florida, 34604

### Phone

3527544013

3527544013

### Website

<https://www.hernandocounty.us/home>

## Court Program Specialist I Supplemental Questionnaire

### \*QUESTION 1

Which statement below best describes the highest level of education you have completed?

- High school graduate, diploma or the equivalent (GED)
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree
- Doctorate degree

### \*QUESTION 2

Do you have at least two (2) years of experience in program administration or program evaluation?

- Yes
- No

**\*QUESTION 3**

Are you knowledgeable in the methods and techniques of program planning, administration, and evaluation?

- Yes
- No

**\*QUESTION 4**

Which of the following describes your highest level of Microsoft office (Microsoft word, Excel, Powerpoint) proficiency?

- Basic
- Intermediate
- Advanced
- I do not have enough skills to meet the definition of Basic

**\*QUESTION 5**

Do you have the ability to conduct research and compose technical reports?

- Yes
- No

**\*QUESTION 6**

Do you have the ability to communicate clearly, concisely, and logically both in written and oral form?

- Yes
- No

**\*QUESTION 7**

Do you have the ability to establish and maintain good working relationships with fellow employees, other agencies, and the public?

- Yes
- No

**\*QUESTION 8**

Do you possess a valid Florida Driver's License in good standing?

- Yes
- No

\* Required Question