

**HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS
JOB DESCRIPTION**

Job Title	Court Program Specialist I	Pay Grade	211	Class Code	A702
Department	Court Administration	Salary Range	\$14.88-\$24.11		Hourly
Division	Fifth Judicial Circuit	FLSA	Non-Exempt		
Reports to	Director of Case Management	Revision	September 2017		

GENERAL 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.

ESSENTIAL JOB FUNCTIONS:

- Assist in the administration of the Hernando County Drug Court, Mental Health Court and Veterans' Treatment Court.
- 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 on a variety of projects, studies and reports for monitoring, evaluating and improving program operations and services.
- 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, professionals associated with the program and the general public.
- Appearance in Court may be regularly required.
- Regular attendance and punctuality with flexible hours as required by court schedule

JOB STANDARDS:	
Education	Graduation from an accredited four-year college or university with a major in public or judicial administration, business, education, social work, or a related social science.
Experience	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.
Skills	Ability to communicate orally and in writing. Ability to make sound independent judgments. Knowledge of the law and the division to which assigned. Ability to establish and maintain good working relationships with fellow employees, other agencies and the public. Ability to make effective presentations. Skill in using personal computer.
Licenses, Certifications or Registrations	Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.

EQUIPMENT USED

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment.

- CRITICAL EXPERTISE TO PERFORM ESSENTIAL FUNCTIONS**
- 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.

ESSENTIAL PHYSICAL SKILLS

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.

MARGINAL / SECONDARY JOB FUNCTIONS

- Performs other reasonable related duties as assigned by immediate supervisor or other management personnel.
- In case of emergency or crisis situation (hurricane, flood, etc.) position is required to perform reasonable duties assigned by immediate supervisor.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

EMPLOYEE SIGNATURE

DATE