



## **Third Judicial Circuit of Florida**

**Columbia, Dixie, Hamilton, Lafayette, Madison, Suwannee, and Taylor Counties**

**Administrative Office of the Courts**

**Third Judicial Circuit**

### **Employment Opportunity**

**Program Coordinator, Position 9925**

**Annual Salary: \$61,515.60**

**Application Deadline: Monday, August 25, 2025**

The essential functions of this position within the Third Circuit include supervising the Civil Case Management Unit; performing case management duties; preparing and submitting the circuit's annual report of pending Civil cases; overseeing the Uniform Case Reporting (UCR) Project for the circuit; managing and overseeing the main case management system (Integrated Case Management System); serving as the E-Portal liaison; setting up identifications for new employees; training staff and judges on the systems; assisting with daily issues or questions that arise regarding the systems; and creating a monthly report of all inmates incarcerated in the Third Circuit (Columbia County) to comply with the Rules of Judicial Administration.

This position serves as the Third Judicial Circuit's liaison between the Clerks of Circuit Court and the Office of the State Courts Administrator for the annual reporting of pending Civil cases, the Uniform Case Reporting (UCR) Project, Integrated Case Management System (ICMS), the E-Portal, and any other issues that may arise to ensure that cases are accurately and timely reported.

The employee is responsible for projects assigned by the Chief Judge or Trial Court Administrator and works under the direct supervision of the Court Operations Manager.

**Preferred Qualifications:** Bachelor's degree in public or business administration, criminology, social work, law or a closely related field. Four years of related experience, including two years of supervisory experience. Juris Doctor degree may substitute for up to three years of related work experience. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

**Knowledge, Skills, and Abilities:** Requires mastery of the English language, the ability to gather data and prepare reports; perform statistical analysis, manage projects, proficiently utilize Microsoft Suite, organize work and establish priorities in order to meet deadlines.

**How to Apply:** All applications must be submitted through the People First System and include a cover letter detailing data management, statistical proficiency, supervisory & case management experience, plus a resume and a copy of college degree(s) or transcripts.

**Incomplete applications may not be considered.** The People First website is as follows:

<http://peoplefirst.myflorida.com/peoplefirst>

**Please note:** If you need accommodation to participate in the application/selection process, please call Lisa Butler at (386)754-7107. People using a TDD may call the contact person through the Florida Relay Service at (800)955-8771. The successful applicant will be subject to a criminal background check.