

Sixth Judicial Circuit of Florida

Pasco and Pinellas Counties
Administrative Office of the Courts
Human Resources Department
Tel: 727-453-7165
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14250 49th St. North, Suite J1500
Clearwater, FL 33762

Employment Opportunity

Court Program Specialist II – Drug Court
Position Number: PAS1003
Location: West Pasco Judicial Center
7530 Little Rd. New Port Richey, FL 34654
Application Deadline: June 19, 2026 at 5:00pm
Starting Annual Salary: \$45,670.00 (Grant Funded)
Pasco County Benefits Package

Position Description

This position is a responsible paraprofessional working assisting the Drug Court Program staff with the case management of drug-related cases. Work contacts are established with judges and assigned to Drug Court, court system personnel, State Attorney's Office, Public Defender, lead agency for Department of Children & Families, local law enforcement agencies, community agencies, treatment providers, the Clerk of the Circuit Court, litigants, and public. The purpose of these contacts is to assist in monitoring, evaluating, and improving the handling in Drug Court cases. Work is performed under stressful conditions and involves heavy telephone contact with treatment providers, probations officers, case managers from DCF's lead agencies and other agencies to which drug offenders are referred. Work is performed under general supervision of the Treatment Court Manager and senior management from the Administrative Office of Courts. Assignments are made orally or in writing and work is reviewed through observation of results obtained, conference, and periodic reports or evaluations.

Education, Experience, Licenses, Certifications, and Registrations

- Graduation from an accredited four-year college or university with major study in public or judicial administration, business, education, social work, or a related social science and two years of experience in program administration or program evaluation. Progressively responsible experience may be submitted on a year-for-year basis for the required college training.

Knowledge, Skills, and Abilities

- Ability to communicate clearly, concisely, and logically both orally and in writing.
- Ability to exercise discretion, confidentiality, impartiality, and honesty in handling matters before the court.
- Knowledge of word processing, spreadsheets and database software application skills.
- Handling the public in a pleasant manner.
- Knowledge of policies and procedures relating to the court system.
- Ability to exercise sound judgement in evaluating situations and making recommendations.
- Ability to work under pressure and meet deadlines.
- Knowledge of issues related to substance abuse treatment and counseling.

How to Apply

All applications must be emailed to careers@jud6.org or by fax at 727-453-7166 and must include a cover letter and resume. The Sixth Circuit application can be downloaded from the Sixth Circuit website. Incomplete applications may not be considered.

ADA Accommodation

If you require accommodation to participate in the application/selection process, please call the ADA Coordinator at (727) 453-7165. The successful applicant will be required to undergo a criminal background check. The Sixth Judicial Circuit of Florida is an Equal Opportunity Employer.