

Sixth Judicial Circuit of Florida

Pasco and Pinellas Counties
Administrative Office of the Courts
Human Resources Department
Tel: 727-453-7165
Email: careers@jud6.org
14250 49th St. North, Suite J1500
Clearwater, FL 33762

Employment Opportunity

Court Program Specialist II - Family

Position Number: 9419

Location: Robert D. Sumner Judicial Center

38053 Live Oak Ave. Dade City, FL 33523

Application Deadline: September 25, 2026 at 5:00 PM

Starting Annual Salary + Additional Additive:

\$ 48,040.08 + CAD \$1,260.96 = \$49,301.04 (annual salary)

[State Benefits Packet](#)

Position Description

This position is responsible and independent professional work performing a variety of administrative tasks and case management functions, assisting judges in the review of court cases for determination of readiness for hearing or appropriateness for referral to a quasi-judicial officer or court program. The case manager acts as a liaison between self-represented litigants, the Courts, Court System Personnel, private law firms and the Clerk of the Circuit Court. The purpose of these contacts is to receive and convey detailed information accurately and assist in the proper disposition of cases through careful monitoring. The case manager must exercise discretion in dealing with confidential and sensitive issues before the Court. Work is performed under general supervision of the Administrative Services Manager of Pasco County.

Education, Experience, Licenses, Certifications, and Registrations

- Graduation from an accredited four-year college or university and two years of case management experience. Progressively responsible experience may be substituted on a year-for-year basis for the required college education.

Knowledge, Skills, and Abilities

- Knowledge of policies and procedures relating to the rules of civil procedure and statutes.
- Ability to handle large volumes of cases, prioritize work, and meet deadlines.
- Knowledge of policies and procedures relating to the Court System.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise discretion, confidentiality, impartiality, and honesty in handling matters before the court.
- Knowledge of modern office equipment, practices, and procedures.
- Knowledge of record-keeping practices and procedures.

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) 464-7110. The successful applicant will be required to undergo a criminal background check. The Sixth Judicial Circuit of Florida is an Equal Opportunity Employer.