



WE ARE HIRING

EIGHTEENTH JUDICIAL CIRCUIT

HIRING DETAILS

POSITION TITLE: **CIRCUIT JUD ASST**

POSITION #: **009615**

STARTING SALARY: **\$3,978.89/Mo (\$47,746.68/YR)**

F.T.E.: **1.00 (40 HRS WEEKLY)**

LOCATION: **Titusville (TITUSVILLE HISTORIC COURTHOUSE)**

FUNDING SOURCE: **State of Florida**

STARTING DATE: **October 1, 2026 (NEGOTIABLE)**

BENEFIT DETAILS

- Paid Leave
- Paid Holidays
- State of Florida Health Benefits
- Supplemental Insurance (Dental, Vision, Disability, Optional Life, Cancer, etc.)
- No Cost Basic Life Insurance
- Tax Favored Spending Accounts
- Deferred Compensation (457b)
- Florida Retirement System (FRS) Benefits
- Employee Assistance Support
- State Employee Tuition Waiver

APPLICATION DETAILS

Please submit a completed State of Florida Application to:

BrevardJobApps@flcourts18.org

- Applications containing the verbiage "Please Refer to Resume" will **NOT** be considered.
- Resumes may be attached as supplemental documentation but will **NOT** be accepted as a substitute to the application.

FRIDAY, SEPTEMBER 18, 2026 – DEADLINE DATE

Fillable State of Florida Application Link:

<https://flcourts18.org/docs/cir/State of Florida Application.pdf>

RESPONSIBILITIES

Responsible position serving at the pleasure of the presiding Circuit Probate & Guardianship Judge (*Honorable Tesha Ballou*) handling day-to-day operations of this judicial office, exercising a high degree of initiative and independent judgment. The position serves as first point of contact for the Judge, and has continuous interaction with assigned court staff, attorneys, general public, and other court-related agencies. Core responsibilities include but are not limited to 1) manage the judge's calendar; 2) prepare correspondence; 3) monitor status of cases assigned to the judge; 3) work with assigned case managers (if applicable) to monitor time standards compliance issues associated with assigned cases; 4) maintain an efficient filing system; and 5) provide overall administrative support for judge/office. Successful candidate should possess excellent organizational, office management, communication, and interpersonal skills with emphasis on outstanding customer service.

KNOWLEDGE, SKILLS, ABILITIES

- Thorough knowledge and experience operating a computer using Windows 11, and Microsoft Office programs including Outlook, Word, Internet Explorer/Google/Microsoft Edge, and Adobe Reader, as well as the internet.
- Working knowledge of the Florida State Courts System, court proceedings, and legal terminology. Ability to identify parties in the courtroom.
- Maintain Judge's calendar/schedule. Must be able to E-File.
- Ability to efficiently organize and prioritize work, meet deadlines, work independently, and multi-task effectively.
- Ability to exercise discretion and confidentiality, and present a favorable impression to the Judiciary, court personnel, and public.

EDUCATION/EXPERIENCE GUIDELINES

Graduation from a standard high school or an equivalency diploma issued by an authorized agency, and two (2) years of college or vocational school education in paralegal, secretarial skills, computer operations or a closely related field. Four (4) years of related experience is essential. Additional, relevant experience may substitute for the recommended education, on a year-for-year basis, such as a legal secretary or paralegal assistant. Working knowledge of the court system, courtroom procedures, legal documents and terminology is highly desirable.

DESIRABLE QUALIFICATIONS

- Experience with the Clerk's Public Records System (BECA and ICMS).
- Must have excellent attention to detail, and exercise high degree of judgment and diplomacy, while maintaining integrity and confidentiality.
- Ability to communicate clearly, concisely, and effectively, both orally and in writing.



Equal Opportunity Employer

The Eighteenth Judicial Circuit is an equal opportunity employer that actively pursues and hires a diverse workforce. We do not discriminate on the basis of nor manifest by words or conduct, bias or prejudice based on race, color, religion, age (40 or older), sex (including gender identity, sexual orientation, and pregnancy), national origin, language, marital status, socioeconomic status, or disability or genetic information, which does not preclude performance of essential job functions, and reasonable accommodation(s) is provided, as necessary and judicious.

If you are a person with a disability who needs an accommodation in order to participate in the application/selection process, you are entitled, at no cost to you, the provision of certain assistance. Please notify Court Administration at 321-633-2171 #3 prior to the application deadline. If you are hearing or voice impaired, please call through the Florida Relay Service (TDD) 1-800-955-8771.

Background Check - Employment is provisional pending the results of a successful background investigation and fingerprinting.

E-Verify - Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Eighteenth Judicial Circuit participates in the U.S. Government's Electronic Employment Verification Program (E-Verify) to assist in this required verification process for all state-funded positions. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (I-9) upon hire within the first 3 days of employment.



Drug-Free Workplace - It is the commitment of the Eighteenth Judicial Circuit to maintain a drug-free workplace. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing court service for the Eighteenth Judicial Circuit, and the trust placed in our organization by the public.

At-Will Employment - Pursuant to 110.205(2)(c) of the Florida Statutes, employment with the State Courts System is not covered under the Career Service System and all employees of the State Courts Systems serve at the pleasure of the appointing authority and do not attain tenure rights, i.e., employees can be terminated with or without cause by the Court.