



EIGHTEENTH JUDICIAL CIRCUIT

EXTERNAL RECRUITMENT

JOB OPPORTUNITY BULLETIN

START DATE: August 1, 2022

CLOSING DATE: August 12, 2022

CLASS TITLE: Administrative Assistant I

WORKING TITLE: Court Information Specialist

POSITION NUMBERS: #1131

OFFICE LOCATION: Viera, FL (Moore Justice Center)

STARTING SALARY: \$15.42/hr

FUNDING SOURCE: Brevard County

SUMMARY OF POSITION
RESPONSIBILITIES:

A Court Information Specialist performs timely reception-type duties for the Eighteenth Judicial Circuit Brevard County Courts with efficiency and clarity while always exhibiting a professional and friendly demeanor. Responsibilities include but are not limited to: answering/transferring all incoming phone calls on a multi-line phone unit; greeting visitors/customers and providing necessary direction to courtrooms/hearing rooms, etc.; responding to routine court inquiries; distributing mail and received court documents; conforming orders, and assisting their assigned Judges and Judicial Assistants with other clerical tasks.

EDUCATION, EXPERIENCE
AND TRAINING
GUIDELINES:

Graduation from a standard high school and three years of secretarial/clerical experience. Successfully completed studies at an accredited four-year college or university, or two-year college or vocational school may substitute for the recommended experience on a year for year basis.

KNOWLEDGE, SKILLS AND
ABILITIES:

- Knowledge of the Florida State Courts System, court rules/procedures and legal terminology.
- Knowledge of the rules of English grammar, spelling, and punctuation.
- Ability to communicate clearly and concisely and providing excellent customer service for a culturally diverse public.
- Ability to operate a personal computer utilizing MS Outlook and word processing software such as MS Word.
- Ability to establish and maintain effective working relationships with the judiciary, court administration personnel, outside agency staff, and attorneys.
- Ability to work effectively with the public and handle individuals who are under stress with courtesy, tact, and patience.
- Ability to efficiently organize, multi-task and prioritize work, and work under pressure.
- Ability to exercise a high degree of judgment, tact, and diplomacy, and maintain confidentiality.

PHYSICAL DEMANDS:

Work involves a significant amount of standing, walking, sitting, talking, listening, and reaching with hands and arms; and must be able to transfer up to 10 pounds.

DESIRABLE
QUALIFICATIONS:

Experience with the Clerk's Records System (ICMS) extremely beneficial. Knowledge of E-Filing. Preference will be given to applicants who have previous work experience in a court or legal environment and/or previous working experience handling a multi-line phone system. Position requires selected individual to be dependable and punctual.

APPLICATION
PROCEDURES AND
CLOSING DATE:

To be considered for this position, a current and complete State of Florida application is required for consideration and must be received by Court Administration **no later than 5:00 p.m. on Friday, August 12, 2022.** (<https://flcourts18.org/docs/cir/State of Florida Application.pdf>) Please note, applications need to be completed in full. Applications containing the verbiage “please refer to resume” will NOT be considered.

To Electronically Submit Application: [Click Here to Apply](#)

Resumes may be attached as supplemental documentation **only** and will **not** be accepted as stand-alone documents. Any submission for this position that does not meet the listed requirements will be deemed incomplete and not eligible for further consideration. Applications received **after** the advertised deadline date and time will **not** be considered for this recruitment.

If you are selected to be interviewed, you will be contacted by this office **no later than August 26, 2022.** If you have not been contacted by this date, you were not chosen to be interviewed and therefore, will receive no further communication from this office. Please be assured that your application received our full attention.

COURT WEBSITE:

<https://flcourts18.org/employment-opportunities/brevard-employment-opportunities/>

EEO

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.

PUBLIC RECORDS

All information provided via application packets are considered public record upon submittal, with the exception of information protected or exempt per Florida Statutes or public records exemption rules.

DRUG-FREE

It is an objective of the Eighteenth Judicial Circuit to achieve 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 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.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, OR DISABILITY. IF YOU NEED AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THE RECRUITMENT PROCESS, PLEASE CALL THE CONTACT PERSON AT THE NUMBER INDICATED ABOVE. PERSONS USING A TDD MAY CALL CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE (TDD) 1-800-955-8771.