



WE ARE HIRING

EIGHTEENTH JUDICIAL CIRCUIT

HIRING DETAILS

POSITION TITLE: COURT INFORMATION SPECIALIST

POSITION #: 1131

STARTING SALARY: \$18.25 - \$18.50/Hr (Starting Range)

F.T.E.: 1.00 (40 hrs weekly)

LOCATION: Viera

FUNDING SOURCE: Brevard County

STARTING DATE: January 19, 2026 (Tentative)

BENEFIT DETAILS

- Paid Leave
- Paid Holidays
- Brevard County 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

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.

Fillable State of Florida Application Link:

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

Application Deadline - 5:00 p.m.
01/02/2026

RESPONSIBILITIES

A Court Information Specialist performs timely and efficient reception-type duties for the Brevard County Courts. The chosen applicant must exhibit a professional and friendly demeanor at all times. Responsibilities include but are not limited to answering, screening, and transferring a large volume of incoming phone calls on a multi-line phone unit; greeting in-person court customers and directing the public to the appropriate courtroom, deposition room, hearing room, or agency office; responding to routine court inquiries; distributing mail and received court documents; conforming orders; assisting their assigned Judges/Judicial Assistants with other routine office tasks; and instilling a confidence with the public on the assistance they receive from the courts.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of the Florida State Courts System, court rules/procedures and legal terminology.
- Ability to communicate clearly and concisely and provide excellent customer service for a culturally diverse public.
- Ability to operate a personal computer utilizing MS Outlook and MS Word.
- Must have excellent attention to detail.
- Ability to understand instructions and procedures and put into practice on a routine basis.
- Exercise discretion, sensitivity, patience, and confidentiality.
- Ability to successfully multi-task and prioritize effectively.

EDUCATION/EXPERIENCE GUIDELINES

Graduation from a standard high school and three (3) 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.

DESIRABLE QUALIFICATIONS

- Experience with the Clerk's Records System (ICMS & BECCA).
- Knowledge of E-Filing.
- Experience in a court or legal environment.
- Experience handling a multi-line phone system.
- Dependability and Punctuality is essential.



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 407-665-4227 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.