



WE ARE HIRING

EIGHTEENTH JUDICIAL CIRCUIT

HIRING DETAILS

POSITION TITLE: **PUBLIC INFO OFFICER**

POSITION #: **008127**

STARTING SALARY: **\$5,997.05/Mo (\$71,964.60/YR)**

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

LOCATION: **Viera (MOORE JUSTICE CENTER)**

FUNDING SOURCE: **State of Florida**

STARTING DATE: **November 2, 2026 (DESIRABLE)**

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:

<https://flcourts18.bamboohr.com/careers/34>

- 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 for the application.

MONDAY, SEPTEMBER 28, 2026 – DEADLINE DATE

Fillable State of Florida Application Link:

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

RESPONSIBILITIES

Executive level type position serving as the Circuit's Public Information Officer (PIO) / Administrative Services Manager, over Probate and Guardianship (P&G). Core responsibilities include but are not limited to: development, implementation and oversight of circuit communications; provides high-level communication counsel to judges and court personnel on sensitive, complex, or high-profile matters; primary media contact for emergency communications and cybersecurity breaches; oversees and maintains the court's social media platforms to ensure accurate, accessible, and timely information; plans, coordinates and promotes court education and outreach initiatives, including courthouse tours, community presentations, and court-related public events; attends court events for print and photographic coverage; provide guidance to the P&G office and staff; and manage court-appointed attorney registry and expert witness/guardianship examining committee.

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.
- Ability to efficiently organize and prioritize work, meet deadlines, work independently, and multi-task effectively.
- Ability to exercise discretion and confidentiality, and present a professional impression to the Judiciary, court personnel, and public.
- Highly adept at social media platforms.

EDUCATION/EXPERIENCE GUIDELINES

Bachelor's degree in English, journalism, business/public administration, digital communications, public relations, communications or a closely related field. Five (5) or more years of related work experience, including two (2) years in a supervisory or managerial capacity. Certain substitutions will be permitted such as a master's degree or juris doctorate for two (2) or three (3) years of non-management experience. Working knowledge of the court system, courtroom procedures, legal documents and terminology is highly desirable.

DESIRABLE QUALIFICATIONS

- 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.
- Must be willing to travel to Seminole County and on occasion work after normal work hours for event coverage.



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.