

Court Clerk

Location: Viera, FL

Position: Full time, hourly

Starting Salary: \$15.00-\$19.50/hour plus stipend

Hours of Operation: Monday – Friday, 8:00 a.m. – 5:00 p.m.*

***Can be later depending on court schedule**

Summary Description

The Court Clerk is an entry-level, full-time position responsible for performing a variety of clerical duties under direct supervision. This position plays a critical role in ensuring courtroom procedures and documentation are completed efficiently, accurately, and within strict legal deadlines. The position requires interaction with judges, attorneys, law enforcement agencies, and the general public. Flexibility is essential, as occasional unscheduled overtime—including evenings, weekends, or holidays—may be required based on court needs.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in this class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

- Complies with courtroom etiquette and decorum at all times.
- Assists in maintaining, completing, and distributing a variety of court-related forms and documentation.
- Performs basic electronic data entry functions as required by departmental operations.
- Completes assigned duties such as preparing court dockets, processing and distributing mail, managing legal documents, and ensuring timely transmission in accordance with legal deadlines.
- Administers required oaths with guidance as needed.
- Ensures the proper handling, labeling, storage, and security of evidence to maintain chain of custody and prevent loss, tampering, or contamination. Follows all protocols and procedures for documenting and transferring evidence as required.
- Researches case data and provides case status updates to authorized individuals or agencies while safeguarding confidential information, with supervisory support as needed.
- Operates standard office equipment such as photocopiers, telephones, fax machines, and related tools with training acquired on the job.

Knowledge Skills and Abilities

(Note: The knowledge, skills, and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills, and abilities may be applicable for individual positions in the Clerk's office.)

- Knowledge of general office principles, practices, and etiquette.
- Understanding of effective verbal and written communication methods, including the ability to convey information clearly and prepare accurate, well-organized written materials.
- Familiarity with computer equipment, software, and peripheral devices.
- Ability to learn, understand, and apply basic courtroom terminology.
- Ability to learn and follow court schedules.
- Ability to create and maintain an electronic case file, and complete various types of court forms, with assistance.
- Ability to develop a basic understanding of the workflow in the Clerk's Office.
- Ability to learn and implement Conflict Attorney Appointment procedures, with assistance.
- Ability to learn and understand what constitutes public and confidential information.
- Ability to learn, understand, and apply the procedures for handling and safeguarding evidence.
- Ability to learn and use office equipment to establish, update, and maintain case files.
- Ability to learn the procedural differences between various types of hearings or trials in Circuit and County Court.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate effectively verbally and in writing, and follow written/verbal instructions.
- Ability to sort alphabetically, numerically, and categorically, and organize files and other data.
- Ability to work quickly and accurately when under stressful conditions.
- Ability to perform basic mathematical calculations.
- Ability to prepare reports and other correspondence, with assistance.
- Ability to perform repetitive work for extended periods.
- Ability to work courteously with co-workers and the general public.
- Ability to read and understand maps and boundaries.
- Ability to read and understand a variety of schedules with guidance.

Minimum Qualifications

A high school diploma or its equivalent. One (1) year clerical experience and/or court related experience preferred.

Benefits and Perks

- Health, dental, and vision insurance
- Retirement through the Florida Retirement System, including employer contributions
- Income investment opportunities (deferred compensation, Empower)
- Employer paid life insurance
- Optional supplemental life insurance
- Employer paid short-term disability
- Optional long-term disability
- 6 Hours of paid time off earned per pay period
- Employee Wellness programs (walking clubs, yoga, workout facilities, Zumba, and more)
- Employee Assistance Program (resources, webinars, emotional wellbeing, personal growth, relationships, financial, legal, addiction, mindfulness, and health services)
- Training and development opportunities
- Flexible schedules
- Education reimbursement
- 11 paid holidays
- Paid jury duty

Application Process

Applications may be printed from our website at www.brevardclerk.us. Interested candidates should submit an employment application and resume via email to Human Resources at HR@Brevardclerk.us or may mail it to:

Human Resources, P. O. Box 999, Titusville, Fl., 32781-0999.

Brevard Clerk of Court is an Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. Brevard Clerk does not discriminate in employment opportunities or practices on the basis of: race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status, or any other characteristic protected by country, regional, or local law.