



**OFFICE OF INSPECTOR GENERAL
BREVARD COUNTY CLERK OF THE CIRCUIT COURT AND COMPTROLLER**

P.O. Box 999
Titusville · Florida
32781-0999

Inspector General Investigator

Classification: Exempt

Department: Office of Inspector General

Reports To: Deputy Inspector General

Schedule: Monday – Friday | 8:00 AM – 5:00 PM (flexible and telecommuting possible)

Location: Harry T. and Harriette V. Moore Justice Center (Viera Courthouse)

Salary Range: \$60,000 – \$70,000 (commensurate with experience)

Full-time Clerk of Court employees are eligible for:

Health insurance

Life insurance

Florida Retirement System

18 sick/vacation days per year

11 paid holidays per year

Earned compensatory time

Position Summary

The Inspector General Investigator performs professional-level investigative work in support of the Clerk's Office oversight responsibilities. This role conducts investigations related to fraud, waste, abuse, misconduct, and assists in financial, operational, and compliance audits.

This is a **mid-level role** offering broad exposure to both investigative and auditing functions within a government environment.

Key Responsibilities

- Plan and perform investigations in accordance with Association of Inspectors General and Florida Commission for Florida Law Enforcement Accreditation standards
 - Conduct interviews and assist with investigations involving fraud, waste, abuse, and misconduct
 - Analyze financial and operational data to identify trends, anomalies, and risk areas
 - Prepare clear, concise investigative reports with actionable findings and recommendations
 - Assist in evaluating internal controls, financial processes, and operational effectiveness
 - Coordinate with internal leadership, auditors, and oversight agencies as needed
 - Maintain confidentiality and ensure integrity of sensitive information
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Minimum Qualifications

- **1–5 years of experience** in law enforcement, investigations, auditing, accounting, compliance, or government operations
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Preferred Qualifications

- Bachelor's degree from an accredited college or university
 - Degrees in:
 - Criminal Justice
 - Accounting
 - Finance
 - Business Administration
 - Or related fields
 - Exposure to:
 - Investigative techniques or compliance reviews
 - Government or public sector operations
 - Internal auditing or risk assessments
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Preferred Certifications (Not Required)

- CFE (Certified Fraud Examiner)
 - Law Enforcement/Investigator certification
 - CIA (Certified Internal Auditor)
 - CPA (Certified Public Accountant)
 - CGAP, CIGA, CIGI or similar
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Knowledge, Skills, and Abilities

- Strong analytical and critical thinking skills
 - Effective written and verbal communication
 - Ability to manage multiple assignments and meet deadlines
 - Proficiency in data analysis (Excel or similar tools required; investigative/audit analytics tools a plus)
 - Ability to exercise sound judgment and maintain confidentiality
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Work Environment

This position operates in a professional office environment and involves handling confidential and sensitive information requiring a high degree of integrity and independent judgment.

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 ApplicationsHR@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.