

Court Communications Officer

Program/Dept/Location: Court Administration / Daytona Beach
Class: Director of Community Relations
Working Title: Court Communications Officer
Position #: 9376
Annual Salary: \$86,672.38
Deadline to Apply: October 20, 2023

Function:

This role provides professional support to the local court's legislative and civic outreach programs; coordinates public information and media relations; interacts with justice and government partners, community organizations, the legal community and the public; provides communication counsel and serves as the Court's spokesperson. Duties will include but are not limited to:

- Develops communication policy guidelines and legislative/public outreach for priorities of the Court.
- Maintains social media accounts and provides content for website.
- Develops and maintains effective working relationships with Court leadership relevant to communication and legislative activities.
- Provides communications program direction for public outreach; develops strategic plans and provides communication support to court programs, activities, and initiatives.
- Oversees activities to promote civic engagement in the community, including educational and diplomatic visit programs.
- Writes and/or edits articles, speeches, reports and policy statements for Court personnel.
- Serves as a coordinator and point of contact for the public in providing emergency operations information.

Minimum Requirements:

Any combination of college and related experience totaling at least 9 years, which must include 1 year of managerial experience.

Knowledge, Skills and Abilities:

- General knowledge of Courts and the Florida State Courts system.
- Ability to communicate clearly and succinctly to a variety of audiences using multiple platforms.
- Ability to work cooperatively with Court colleagues and other communications professionals from various backgrounds.
- Familiarity with social media platforms.
- Knowledge of Microsoft Publisher and other media applications

This State-funded position is paid monthly and includes the State of Florida benefits package. The successful applicant is required to undergo a background check including fingerprinting.



How to Apply

Please submit a completed and signed **State of Florida Application** by the deadline. Go to www.circuit7.org, click on "Employment" – then click on "State of Florida Application" or you may call 386-626-6561 to have one sent to you.

Court Administration – Human Resources

101 N. Alabama Ave
Suite B-206
DeLand, FL 32724

If you are disabled and require an accommodation to participate in the application/ interview process, please contact Anne Pierce at 386-626-6561 or apierce@circuit7.org with as much notice as possible. We will be happy to make every effort to accommodate reasonable requests.

The 7th Judicial Circuit Court is an equal opportunity and E-Verify employer.



SEVENTH
JUDICIAL CIRCUIT OF FLORIDA