

**CLERK OF THE CIRCUIT COURT & COMPTROLLER
SEMINOLE COUNTY, FLORIDA**

CURRENT JOB OPPORTUNITIES

AN EQUAL OPPORTUNITY EMPLOYER

Veteran's preference will be given to eligible veterans or their spouses

SUBMIT APPLICATIONS TO:
CLERK OF THE CIRCUIT COURT
301 N. PARK AVENUE, ROOM N420
SANFORD, FLORIDA 32771
(407) 665-4500

DATE: July 26, 2016

HOURS: 8:00 a.m. - 5:00 p.m.
Monday - Friday

HOW TO APPLY: Submit a current and completed application to the Administration Department at the above address. **Applicants are required to take a typing test and pass with a minimum of 35 cwpm.** Other tests may be required. Applications are retained on file for one year; however, applications are not automatically considered for future vacancies; it is the applicant's responsibility to apply for each vacancy.

Applicants must possess a valid Florida Driver's License and a High School Diploma or High School Equivalency Certificate.

DEPUTY CLERK – (Position No. E16-11)
CIRCUIT CIVIL DEPARTMENT
CIVIL COURTHOUSE
SALARY RANGE PER ANNUM - \$26,000 - \$27,000

MINIMUM QUALIFICATIONS

Strong organizational, customer relations, and communication skills required. Ability to concentrate and perform multiple tasks with numerous interruptions. Must be detail oriented. Computer experience preferred.

DESCRIPTION – FRONT COUNTER CLERK

Providing courteous service to the public. Open, organize, and distribute mail. Accurately perform other clerical duties within the office including customer copy requests, processing payments, and various follow-up work associated with the court documents filed.