

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: March 11, 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. It is the applicant's responsibility to schedule an appointment for testing. 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. E15-01)

COMPTROLLER'S OFFICE

COUNTY SERVICES BUILDING

SALARY RANGE PER ANNUM - \$26,000 - \$27,000

MINIMUM QUALIFICATIONS

Skilled in bookkeeping and/or accounting practices with knowledge in usage of computerized bookkeeping.

DESCRIPTION – DEPUTY CLERK COMPTROLLER'S OFFICE

Responsible for performing day to day processing of financial transactions to the general ledger and ensure financial transactions are charged to the proper departmental business units/cost centers. This will include input various accounting transactions; posting financial transactions; performing pre-audit function of supplier/vendor invoices and verify prices based on approved contracts. Review and post journal entry adjustments, as deemed necessary and will also perform filing and general administrative tasks.