

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 15, 2016

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

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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.**
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DEPUTY CLERK – (Position No. E16-08)

WEST BRANCH DEPARTMENT

WEST BRANCH

SALARY RANGE PER ANNUM - \$24,500 - \$25,500

MINIMUM QUALIFICATIONS

Strong communication and organizational skills required. Ability to work well with the public is extremely important. Ability to use standard office equipment. Cashiering experience helpful and court knowledge a plus.

DESCRIPTION – BRANCH CLERK

Accept pleadings for other departments, issue marriage licenses and perform ceremonies. Process payments for traffic tickets, criminal fines/costs and child support/alimony. Assist the public in land records and field general inquiries.