

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

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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. E16-11)**  
**CIRCUIT CIVIL DEPARTMENT**  
**CIVIL COURTHOUSE**  
**SALARY RANGE PER ANNUM - \$24,500 - \$25,500**  
**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.