

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. E16-12)
CRIMINAL INTAKE DEPARTMENT
CRIMINAL JUSTICE CENTER
SALARY RANGE PER ANNUM - \$24,500 - \$25,500
MINIMUM QUALIFICATIONS

Strong organizational and communication skills required. Ability to concentrate and perform multiple tasks with numerous interruptions.

DESCRIPTION – INTAKE CLERK

Fast paced position dealing with the public in person and by telephone. Perform record searches. Scan documents. Process all incoming paperwork for criminal cases.