

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. E16-07)**  
**CRIMINAL COURT CLERKS DEPARTMENT**  
**CRIMINAL JUSTICE CENTER**  
**SALARY RANGE PER ANNUM - \$24,500 - \$25,500**  
**MINIMUM QUALIFICATIONS**

Experience in court procedures is preferred. Strong organizational skills and ability to prioritize work.

**DESCRIPTION – COURT CLERK**

Position includes courtroom work along with communicating/dealing with the public and judicial personnel. Keep accurate minutes of hearings. On occasion, may be required to work extended hours.