

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. E16-13)**  
**DOMESTIC RELATIONS DEPARTMENT**  
**CIVIL COURTHOUSE**  
**SALARY RANGE PER ANNUM - \$24,500 - \$25,500**  
**MINIMUM QUALIFICATIONS**

Strong communication and organizational skills required. Detail oriented, ability to concentrate and perform multiple tasks with numerous interruptions. Computer experience preferred.

**DESCRIPTION – DOMESTIC RELATIONS CLERK**

Open, organize, and distribute mail. File pleadings in court files. Pull files and forward to court. Fast paced position dealing with the public, both personally and by telephone. Sort and distribute paperwork, light typing and use of computer. Duties will vary. Need strong customer relations and concentration skills.