

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: September 28, 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. E16-14)
COUNTY FINANCE DEPARTMENT
COUNTY SERVICES BUILDING
SALARY RANGE PER ANNUM - \$40,000
MINIMUM QUALIFICATIONS

Two or more years of general bookkeeping and/or payroll experience. Knowledge of performing payroll, bookkeeping or duties related to payroll. Proficient in Microsoft Excel.

DESCRIPTION -- PAYROLL CLERK

Responsible for performing various payroll functions for approximately 1300 employees. This includes, but is not limited to, Human Resources (HR) adjustments and verifications, reconcile biweekly/quarterly taxes and biweekly/monthly FRS using Excel, prepare journal entries and posting, vendor maintenance and vouchers and Labor Distribution. Internet/Wire reports for Taxes, Garnishments, Union Dues, Deferred Compensation, Loans at Work, Flex Spending, Health Savings Accounts, Retirement Plans and Health Insurance.