



Pam Childers

Clerk of the Circuit Court and Comptroller, Escambia County

Clerk of Courts • County Comptroller • Clerk of the Board of County Commissioners • Recorder • Auditor

Position: Office Assistant III – Court Side
Hourly Rate: \$12.22
Job Status: Regular, Full-Time, Non-Exempt
Closing Date: November 26, 2018

General Description: Under the supervision of the division/department Manager the Office Assistant III performs a variety of simple to moderately complex clerical operations related to the preparation, maintenance, and processing of court records in the assigned division. This position requires a large volume of data entry and scanning, as well as a large volume of customer interaction either in person or over the telephone. Employees in this position must be able to communicate effectively with members of the public, legal community, judiciary, and other governmental agencies using appropriate grammar and punctuation.

Education and Experience: Graduation from an accredited high school or possession of an equivalency diploma is required and some college credits preferred. A minimum of one (1) year related experience in clerical work. Alternatively, any equivalent combination of training and experience that provides the required competencies to perform the job.

Required Knowledge, Skills, and Abilities: Data entry with minimal errors; operate software in a Windows computer environment; close attention to detail and multi-task; use discretion and maintain confidentiality and a professional atmosphere; demonstrate good office protocol; willingness to learn and retain information. Provide excellent customer service to an often difficult and demanding clientele.

Physical demands: While performing the duties of this job, the employee is regularly required to talk, hear, see, and use a computer, including frequent use of a keyboard and mouse. The employee frequently is required to stand, walk, handle objects, reach, stoop, and bend. The employee occasionally must be able to lift a minimum of 30 lbs. Depending on the assignment, the employee may be required to drive to other locations.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Other requirements: A person offered a position must pass drug testing and a background check.

To Apply:

A signed application must be submitted to:

Pam Childers, Clerk of the Circuit Court and Comptroller
Attention: Human Resources
P. O. Box 333
Pensacola, Florida 32591

Applications are available for download at:

http://www.escambiaclerk.com/clerk/coc_employment_opportunities.aspx

Application may be e-mail to: HR@escambiaclerk.com

Revised 11/06/2018