



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: Student Assistant

Location: Billy G. Ward Courthouse, 7500 N. Century Boulevard, Century, Florida

Hourly Rate: \$8.50

Job Status: Part-time, maximum of 1,400 hours per fiscal year

Closing Date: September 30, 2018 or until filled

General Description: Under the supervision of the department or division manager, the Student Assistant performs a variety of simple to moderately-complex clerical operations relating to the daily operations of the Clerk's office. Duties include, but are not limited to, filing; pulling court dockets; preparing cases for scanning; scanning; delivering files; and preparing files to be sent to Public Records Center. Student Assistants assigned to the Century Office provide customer service on the telephone and in person, accept and process credit card payments, index traffic citations, prepare marriage licenses, and issue hunting/fishing licenses.

Education and Experience: Students must be high school graduates and at least 17 years of age and be enrolled in at least one college-level course per term/semester (summer excluded).

Required Knowledge, Skills, and Abilities: The ability to perform data entry with minimal errors for an extended period of time; multi-task and work in a fast paced environment with many interruptions and still maintain close attention to detail; communicate effectively in oral and written form using appropriate grammar and punctuation; use standard office equipment effectively; the ability to type at least 35 correct words per minute; and develop and maintain effective working relationships with coworkers, Judiciary and the staff from various other agencies.

Physical demands: The ability to lift at least 30 pounds, sit or stand for extended periods of time, and work at a computer for extended periods of time. Reasonable accommodation will be made for otherwise qualified individual 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:

BY MAIL:

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

BY EMAIL: HR@escambiaclerk.com

Applications are available for download at: http://www.escambiaclerk.com/clerk/coc_employment_opportunities.aspx