



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

Hourly Rate: \$8.50

Job Status: Part-time, 20 hours per week, maximum of 1,400 hours per fiscal year

Closing Date: February 15, 2019 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. This position typically does not include customer service interaction.

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.

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

BY FAX: 850-595-4316

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