

Deputy Clerk/Courts Divisions

The Suwannee County Clerk of Circuit Court Office is seeking a self-motivated individual to join our team. The position requires that the applicant have previous experience in a clerical related position and have excellent communication and customer relation skills. Previous experience in customer service is preferred. Primary job duties will include but not limited to processing and filing cases, docketing, redacting and scanning court pleadings, attending and taking minutes at court hearings, data entry, customer service, may include afterhours domestic injunction call-outs, and answering phone calls. This person should have a clean driving record with a reliable means of transportation. A background check will be required before the candidate is hired. This is a full-time position with full County employee benefits. Starting pay for this position is \$10.00 to \$13.00 per hour depending on qualifications. Normal working hours will be Monday – Friday 8:00 AM – 4:30 PM.

Interested candidates should visit the Employment section of the Suwannee County Clerk of Court website at www.suwgov.org to download an employment application. Completed application and resumes' or questions about the position should be e-mailed to Darlene Daniels at darlened@suwgov.org. Applications and resumes' may also be hand delivered or mailed to the Clerk of Court Office at 200 South Ohio Ave., Live Oak, FL 32064. Deadline for accepting applications is November 22nd.