

**ERNIE LEE MAGAHA
CLERK OF THE CIRCUIT COURT AND COMPTROLLER
ESCAMBIA COUNTY, FLORIDA**

Currently accepting applications for the following position:

JOB TITLE: Student Assistant
Located in our Century, FL division.

FLSA: Non-Exempt

JOB STATUS: Part-time

HOURLY PAY: \$8 per hour

PURPOSE:

To place students, either at the high school or college level, in a part-time position to assist department employees with filing, scanning documents, making copies, running errands, special projects and other duties as requested. Must be available to work 25 hours per week between the hours of 8am to 5pm, Monday through Friday when school is in session. Students may not exceed 1400 working hours during the twelve month fiscal year.

MINIMUM QUALIFICATIONS:

- Enrollment in an accredited secondary school (high school level), or an accredited college or university.

ESSENTIAL PHYSICAL ABILITIES:

- Ability to communicate using speech, vision and hearing.
- The ability to stand, walk or sit for extended periods of time.
- The ability to operate standard office business machines including a typewriter, computer, printer, copier, fax, scanner and calculator.
- The ability to perform data entry and/or file documents for extended periods of time.
- The ability to lift at least 30 pounds

TO APPLY:

Mail completed Clerk & Comptroller employment application to: Clerk & Comptroller, Attn: HR, P O Box 333, Pensacola, FL 32591-0333. The application can be found on the Clerk's Employment Opportunities web page (www.escambiaclerk.com). A link is located at the top, right hand side of the home page. Or the completed application may be faxed to (850) 595-4192.

APPLICATION DEADLINE: January 10, 2012 @ 4:30 PM

The successful candidate is subject to a criminal background check and drug/tobacco screening.