

PROFESSIONAL HELP WANTED

Filing Clerk

Hamilton County Clerk of Court is accepting applications for the position of Filing Clerk. This is a permanent, full-time position under general supervision. Responsibilities include but are not limited to: Filing court documents, ensuring that cases are ready for court, keeping filing area clean and clutter free. Assisting with front desk duties such as receipting, recording of official records and issuing marriage licenses. Applicant must be self-motivated, possess a positive attitude, and be detail oriented.

This is an entry level position. A complete job description may be obtained from the Office of the Clerk of Court, Hamilton County, 207 NE First Street, Room 106, Jasper, Florida 32052, or our website at hamiltonclerk.com.

Applications must be submitted to the Office of the Clerk of Court, Hamilton County, 207 NE First Street, Room 106, Jasper, FL 32052. Applications will be accepted until position is filled.

Hamilton County is an Equal Opportunity Employer. Veteran's preference will apply.