

**TRAFFIC CLERK II
FULL-TIME POSITION (40 HOURS/WEEK)
GLADES COUNTY
CLERK OF THE CIRCUIT COURT
MOORE HAVEN, FLORIDA**

MINIMUM QUALIFICATIONS: High School Diploma or GED. One year experience in office clerical or data processing preferred. An equivalent combination of education, training and experience may be substituted for above qualifications.

EXCELLENT BENEFITS: Including Annual Leave, Sick Leave, Holidays, Education Reimbursement Program, and membership with the Florida Retirement System.

KNOWLEDGE, SKILLS AND ABILITIES: Must be proficient in MS Office (Word and Excel); Ability to communicate both orally and in writing; Ability to sit at a desk and view a computer screen for extended periods of time; Must be able to multi task; Must attend court hearings; Customer service skills are required.

SALARY RANGE: \$11.00 - \$13.00 per hour

REQUIRED DOCUMENTATION: Glades County Employment Application and copy of valid Florida Driver's License.

CLOSING DATE: Open until filled.

SUBMIT RESUMÉ TO: Glades County Clerk of Courts
P.O. Box 10
Moore Haven, FL 33471
500 Avenue J Suite 102
(863) 946-6010

Glades County is a drug-free workplace and an Equal Opportunity Employer. Veteran's Preference will be given in accordance with Florida Statutes 295.07.