



*Let's create our future together!*

## JOIN OUR TEAM

### Levy County Clerk of Court and Comptroller

#### **JOB TITLE: DEPUTY CLERK**

The Deputy Clerk performs a wide range of clerical, administrative, financial, and court-related duties in support of the statutory functions of the Clerk of the Circuit Court and Comptroller. Working under the supervision of the Court Supervisor, this role involves daily interaction with the public, attorneys, judges, and other stakeholders. Responsibilities include data entry, customer service, document processing, records management, and, depending on assignment, participation in courtroom proceedings. Certain duties may require deputized (sworn) status.

This position requires professionalism, strong attention to detail, excellent communication skills, and the ability to maintain composure and accuracy in a fast-paced governmental environment.

#### **PRIMARY FUNCTIONS**

- Provide courteous, professional assistance to coworkers, management, the public, judges, attorneys, and litigants.
- Communicate clearly and effectively both verbally and in writing.
- Work collaboratively with other court system offices to achieve shared objectives.
- Follow efficient work methods and procedures.
- Process incoming and outgoing mail accurately and promptly.
- Clock in and docket documents daily.
- Enter data such as traffic citations, criminal charges, or other division-specific items in a timely manner.
- Receipt payments, process cash/credit transactions, and balance a cash drawer daily.
- Review, verify, and process documents for completeness.
- Maintain, retrieve, and file both physical and electronic records.
- Prepare for and attend court hearings or proceedings as assigned.

#### **ADDITIONAL OR OCCASIONAL FUNCTIONS**

- Frequent walking, sitting, standing, stooping, stretching, and bending.
- Occasional lifting or carrying of items weighing 5–40 lbs.
- Work performed primarily indoors with limited exposure to adverse environmental conditions.

#### **WORK ENVIRONMENT**

Job functions are performed in an office within the Levy County Courthouse at 355 S. Court Street, Bronson, FL 32621.

#### **TRAINING AND EXPERIENCE**

- High school diploma or GED required.
- Possess and maintain valid Florida driver license.
- Pass criminal background check

## **JOB SKILLS AND REQUIREMENTS**

- Proficiency with personal computers, Microsoft Office (Word, Excel, Outlook), and Windows operating systems.
- Ability to use standard office equipment including scanners, calculators, copiers, and telephones.
- Strong verbal and written communication skills.
- Ability to exercise sound judgment and follow written and oral instructions.
- Accuracy in handling money and balancing a cash drawer daily.
- Ability to remain professional and customer-focused under varying levels of pressure.
- High attention to detail, accuracy in data entry, and effective multitasking ability.
- Prefer experience in customer service, financial transactions, or document processing.

## **SALARY AND BENEFITS**

- County subsidized individual health-insurance coverage.
- Participation in the Florida Retirement System
- Approximately 12 paid annual leave days accrued per year
- Approximately 12 paid sick leave days accrued per year
- 12 Paid Holidays, 1 Personal Holiday per Year
- County-paid life insurance policy
- Other cafeteria-plan deduction options
- Annual starting range D.O.Q.

## **HOW TO APPLY**

<https://www.levyclerk.com/human-resources/>

Please email resume, references, and brief cover letter to Human Resource Director.  
[willis-brooke@levyclerk.com](mailto:willis-brooke@levyclerk.com)

- \*References will not be contacted prior to interviews or prior to notifying you.
- \*Position open until filled.

## **OUR MISSION**

To become the best team united to protect the public trust.

## **CORE VALUES**

Respect - Integrity - Service - Trust

[www.LevyClerk.com](http://www.LevyClerk.com)