

**EARLY CAREER
COMMITMENTS**



EMPOWER YOUR "E" – EMPLOYMENT (FULL-TIME)

Hillsborough County Clerk of Court and Comptroller COURT SUPPORT SPECIALIST I

WHAT DOES A COURT SPECIALIST I WORKER DO?

Looking for a rewarding and meaningful role right after high school? Join the Hillsborough County Clerk of Court and Comptroller as a Court Support Specialist I. In this role, you'll help keep the court system running smoothly by maintaining accurate records, providing top-notch customer service, and ensuring everything is done by the book. If you're organized, have an eye for detail, and want to make a difference in your community, this could be a perfect start to promising career paths within the legal and governmental fields.

BENEFITS:

Medical, Dental, Vision, PTO, Tuition Assistance, Retirement, Income Protection, EAP & More!

Pay | \$15.45/HOUR+

Qualifications

- High School Diploma or GED Cert.
- 18 y/o
- Pass a Background Check

Location | 401 N Jefferson St. Tampa, FL 33602
Work Schedule | Monday – Friday 8:00AM – 5:00PM

Relevant Skills

- Knowledge of the court system, legal terminology, and organizational skills, as well as the ability to perform a variety of complex administrative duties.
- Ability to work under pressure with specific timelines and mandated state and/or agency standards.
- Ability to tolerate exposure to evidence, such as photographs of crime scenes and victims; evidence may include syringes, drugs, weapons, blood, and unpleasant odors.
- Ability to comprehend and research laws, statutes, regulations, and other directives.
- Ability to use various computer systems, software, and office equipment.
- Ability to exercise excellent communication skills, both orally and in writing.
- Ability to perform accurate computations and verifications of data.
- Ability to exercise a high degree of judgment, tact, and diplomacy.
- Ability to handle restricted, sensitive, and confidential information.

ARE YOU BILINGUAL?

Your language skills could make you an ideal applicant for this role. Bilingual proficiency is a valued asset and may be eligible for **additional compensation!**



**START THE PROCESS
TODAY!**

PRESENTED
BY



IN
PARTNERSHIP
WITH

Hillsborough
County Florida

