

State of Florida Public Defender's Office of Bay County

Hiring Immediately: Entry-Level Clerical Assistant

Location: Panama City

Tasks:

Data Input, Document Preparation/Printing, Client Communication and Management and File Preparation

Must be a team player and work well with others. Able to work in very high volume workplace while maintaining a positive can-do attitude.

Apply with resume to: tisha.sentz@pd14.fl.gov

Also, complete State of Florida Employment Application and forward to Tisha. Contact Ms. Hoyt if you would like me to email you the .pdf application. I can also scan your completed application and forward it to the employer.

Or, you can access the application online at this link:

<http://www.floridajobs.org/forms/personnel/stateemploymentapp.pdf>



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