



MAJOR DUTIES

- Clerk of the Circuit and County Court
Custodian of All Court Records and Evidence
Jury Management
Issues Process Service Documents
- County Comptroller
Accountant for the Board of County Commissioners
- County Treasurer
Custodian of all County Funds
- Clerk to the Board of County Commissioners
Board Minutes & Public Record Requests
- County Recorder
Records Documents Allowed by Law
Provides Certified Copies
- County Clerk
Issues Marriage Licenses
Processes Tax Deeds/Sales
Passport Acceptance Agent
- Alachua County Library District Clerk and Comptroller

J. K. "Jess" Irby, Esq.

ALACHUA COUNTY CLERK OF COURT

"A public office is a public trust. The people have the right to secure and sustain that trust ..." Article II, Section 8, Florida Constitution

The Clerk of the Circuit Court and Comptroller is an independently elected constitutional officer vested with a large number of administrative duties. The Clerk is not only an officer of the court of justice, but also the County Treasurer,

Recorder, Auditor, Finance Officer, and Ex-Officio Clerk of the Board of County Commissioners. Mandated by the Constitution as well as state and local governments, the Office of the Clerk is a complex organization that performs a wide range of record keeping, information management, and financial management. The number of tasks continues to grow as legislation, regulations, and reporting requirements change.



Do you have a career interest in Criminal Justice, Legal Assisting, Political Science, Pre-Law, Accounting, or Bookkeeping?

The Clerk's Office may be for you!

Jobs available at your Clerk's Office:

Accountant, Internal Auditor, Fiscal Assistant, Customer Service Clerk, Computer Intake Clerk, Trial Clerk, Tax Deeds Clerk, Recording Clerk, Records & Research Clerk, Marriage License Clerk, & IT/Operations Staff.

J. K. "Jess" Irby, Esq.

ALACHUA COUNTY CLERK OF COURT

What Your Clerk's Office Career Offers

Compensation

- Competitive Starting Salary
- Enrollment in the Florida Division of Retirement (Pension or Investment)
- Deferred Compensation Plans to help you save for the future
- Eligibility for Public Loan Forgiveness

Personal Growth

- Opportunities for Advancement
- Career Development

Health & Wellbeing

- Employee Health & Wellness Center
- FitOn Membership
- Access to Employee Assistance Program

Work/Life Balance

- Ten Paid Holidays per Year
- Paid Time Off Leave Bank Starting at 24 Days per Year
- Three Personal Holidays a Year

Full Benefits Package

- Health
- Dental
- Vision
- Free basic term life insurance equal to 1x your salary up to \$60,000
- Supplemental Insurance