

**Employment Full Time**

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**State Attorney's Office  
Part time Clerical Position-Moore Haven**

This position is a part-time, hourly paid clerical position and does not include State benefits. This position requires working Monday through Friday, 4 hours per day and will, on occasion, require working an 8 hour day(s) or 40 hours per week. It will be based in Moore Haven; however, it will also occasionally require travel to our LaBelle office.

Applicant must be able to multitask and manage heavy workload, have knowledge of routine clerical procedures, the ability to prepare reports and correspondence, plan, organize and coordinate work activities. Position will require the ability to follow written and verbal instructions and communicate effectively with coworkers and the public. Prior computer experience required, bilingual a plus.

Any combination of training and experience equivalent to: Graduation from a standard high school or an equivalency diploma.

If you are interested in the above position, please contact Kelly Services in Fort Myers at 239-936-0086.

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**A.Duda and Son's Inc.** has a great opportunity for a Security Gate Guard at its Labelle/Felda Farm. Looking for a dependable team player. Duda offers Great benefits. Please apply at : 12250 South SR 29 Felda, FL- Gate 4

**Caterer Needed!**  
Palm Beach State College needs a licensed caterer for events held at its Belle Glade Campus and Dolly Hand Theatre. Interested parties should contact Jessica Bender at benderj@palmbeachstate.edu or 561-868-3567.

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