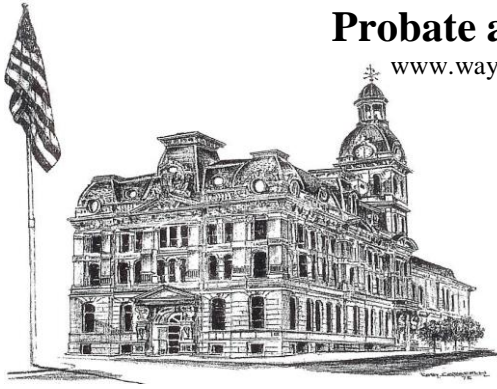


WAYNE COUNTY COURT OF COMMON PLEAS

Probate and Juvenile Divisions

www.wayneprobateandjuvenile.org



107 West Liberty Street

Wooster, OH 44691

Juvenile Court Phone (330) 287-5561

Juvenile Court Fax (330) 287-7731

Probate Court Phone (330) 287-5575

Probate Court Fax (330) 287-7727

Juvenile Probation Phone (330) 287-5560

Probation Fax No. (330) 287-5427

LATECIA E. WILES, JUDGE

EMPLOYMENT OPPORTUNITY:

ACCOUNT & GRANT CLERK 1

The Wayne County Probate and Juvenile Court is seeking to fill an immediate opening for a full-time Account and Grant Clerk 1. This position serves at the pleasure of the Judge and reports to the Account and Grant Clerk 2.

Account & Grant Clerk 1 Job Duties and Responsibilities (not a comprehensive list):

1. Completes and submits various reports, including financial reports;
2. Maintains inventories for court supplies;
3. Tracks expenses for court staff and operations;
4. Reviews and perfects invoices and other financial documents for proper submission and tracking;
5. Processes accounts receivable;
6. Assists in budget drafting and development;
7. Issues checks for expenses, payments, and payroll;
8. Drafts and reviews various documents, including but not limited to correspondence and contracts;
9. Answers telephone calls and other direct communications from the public; and
10. Any other duties which the Judge, Magistrates, Court Administrator, or Supervisor may assign.

Education and Experience Requirements: A high school diploma or equivalent is required. Experience with fiscal procedures and budgeting is preferred.

Applications: Submit a resume in writing by regular U.S. Mail, with cover letter, which must be **received** on or before October 22, 2021, to the Wayne County Probate and Juvenile Court, Attn: Court Administrator, 107 W. Liberty Street, Wooster, Ohio 44691. **You must complete a Wayne County Employment Application and submit it with your resume in order to be considered for the position of Account & Grant Clerk 1.**

Wayne County Employment Application (required submission with all employment opportunities) may be found here: <http://www.wayneohio.org/employment-opportunities>. All positions in the Probate and Juvenile Court are at-will. Failure to submit all requested materials will result in non-consideration of the application. **No telephone inquiries, please.** Applicants will be notified if selected for an interview.

THE WAYNE COUNTY PROBATE AND JUVENILE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

Date Posted: September 24, 2021; Application Deadline: October 22, 2021