



MAY 2019

**WAYNE COUNTY RECORDER
JANE CARMICHAEL
428 WEST LIBERTY STREET
WOOSTER OHIO 44691
330 287 5464**

jane.carmichael@co.wayne.oh.us

EMPLOYMENT OPPORTUNITY
WAYNE COUNTY RECORDER'S OFFICE

The Recorder's office is looking for a full-time
DEPUTY CLERK II

This office maintains permanent land records, retains them in archival form,
and makes them constantly accessible to the public,
and
this position is a technical legal process job requiring specialized clerical knowledge
according to the Ohio Revised Code.

Candidates must meet the following requirements:

- High school diploma.
- Experience with customer service, banking, accounting, computers, real estate documents, research, data processing would be helpful in this position.
- Work must be detailed and accurate
- Clerical duties, receptionist, customer service to title companies, attorneys and other professionals and the general public who are researching records or recording documents.
- Demonstrate regular and predictable attendance.
- Meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- The office hours are Monday through Friday from 7:30 a.m. to 4:30 p.m. (40 hours)
- Benefits include vacation/sick leave; medical, dental, vision insurance; wellness program; life insurance; OPERS; Deferred Compensation.

If you are interested in this position, please send or drop off a resume and a completed employment application to Wayne County Recorder Jane Carmichael, 428 West Liberty Street, Wooster, Ohio 44691. The application may be found & downloaded from:

<http://www.wayneohio.org/employment>.

Questions may be directed to Jane Carmichael at 330 287 5464.

Date posted: MAY 15, 2019

Deadline: MAY 31, 2019

Wayne County is an Equal Opportunity Employer.

