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.