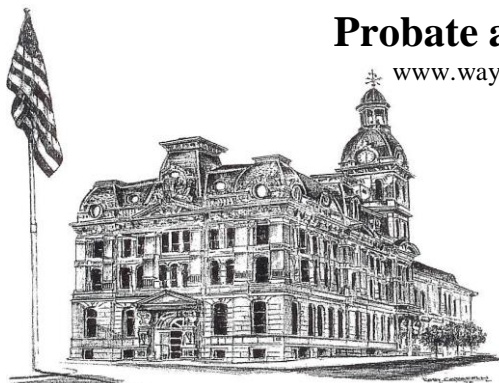


# WAYNE COUNTY COURT OF COMMON PLEAS

## 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:

#### DEPUTY CLERK 3

The Wayne County Probate Court is seeking to fill an immediate opening for a full-time Deputy Clerk 3. The minimum starting salary for this position is \$17.01 per hour, but a higher starting wage is negotiable based upon prior relevant experience. This position serves at the pleasure of the Judge and reports to the Chief Probate Clerk.

#### Deputy Clerk 3 Job Duties and Responsibilities (not a comprehensive list):

1. Maintains case files in both electronic and paper formats;
2. Receives, disburses, and accurately accounts for public funds in the form of fines, court costs, and fees;
3. Receives and docket pleadings and other case documents;
4. Prepares legal documents such as orders, entries, opinions, and pleadings for review, approval, and use by the Judge/Magistrates;
5. Communicates with the public, attorneys, court staff, government agencies, litigants, and other stakeholders in person, by telephone, and by written communication;
6. Researches law sources such as statutes, ordinances, judicial decisions, legal articles, etc.;
7. Performs related work on estates, guardianship, adoption, civil action, and numerous other case types as assigned; and
8. 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. Substantial computer skills are necessary, including a basic understanding of data entry and spreadsheets. No licensure is required. Prior experience as a legal clerk, paralegal, and/or notary public are preferred.

**Applications:** Submit a resume in writing by regular U.S. Mail, with cover letter, which must be **received** on or before July 1, 2022, 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 Deputy Clerk 2.**

**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 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: June 23, 2022; Application Deadline: July 1, 2022