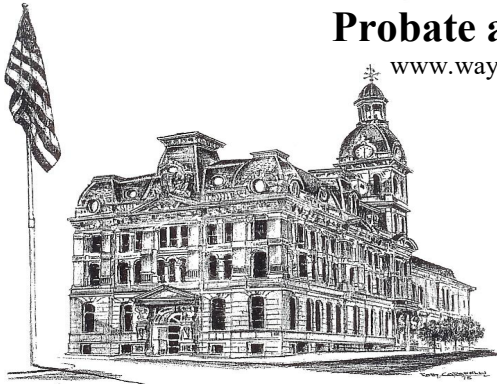


# WAYNE COUNTY COURT OF COMMON PLEAS

## Probate and Juvenile Divisions

[www.wayneprobateandjuvenile.org](http://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:

#### CHIEF DEPUTY CLERK / ADMINISTRATIVE SECRETARY

The Wayne County Probate and Juvenile Court is seeking to fill an immediate opening for a full-time Chief Deputy Clerk and Administrative Secretary. The minimum starting salary for this position is \$20.69 per hour. This position serves at the pleasure of the Judge.

#### Chief Deputy Clerk / Administrative Secretary Job Duties and Responsibilities (not a comprehensive list):

1. Extensive knowledge of and familiarity with all juvenile court cases types, particularly child custody, child support, delinquency, traffic, children services, and all other matters that come before the Juvenile Court;
2. Accurately and efficiently recognizes, inputs, processes, and maintains all filings and case types;
3. Competence in drafting of a variety of legal documents (e.g., opinions/decisions, memos, correspondence, subpoenas, amendments, addendums, etc.) with minimal direction of judicial staff;
4. Performs all duties as a self-starter with great attention to detail, ability to multi-task and prioritize tasks in a fast-paced environment, and the ability to see projects through from beginning to end with little supervision or oversight;
5. Capable of courteously and promptly responding to all incoming inquiries (whether by phone, mail, email, or in person) to the Court, including customers who may be hostile or abusive;
6. Accurately maintains, files, and accesses all Juvenile Court records;
7. Appropriately supervises, schedules, and trains Juvenile Court staff, and promotes a team-centered and positive atmosphere;
8. Runs and submits all reporting as required or requested;
9. Efficiently and competently operates the court management software;
10. Maintains inventories for court supplies;
11. Possesses exceptional customer service skills;
12. Demonstrates regular and predictable attendance and a professional appearance;
13. Maintains closed case files pursuant to the Wayne County Probate and Juvenile Court Record Retention Schedule;
14. Professionally communicates with the public, attorneys, court staff, government agencies, litigants, and other stakeholders;
15. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions;
16. Extensive familiarity with and ability to efficiently and effectively use Microsoft Office and competently work in an Exchange environment;
17. Any other duties which the Judge, Magistrates, and/or Court Administrator may assign.

**Education and Experience Requirements:** High school diploma, GED, or equivalent required. Specialized, bachelor, or advanced degree such as a Paralegal degree, a Juris Doctor, or a Master's degree in Business Administration, Human Resources, Archives, Organizational Behavior or a similar field preferred. At least one year relevant work experience required. Consideration will be given for any combination of higher education and experience that provides equivalent knowledge, skills, and abilities.

**Skills/Qualifications:**

- Thorough knowledge of court procedures and policies, legal documents, laws, and legal factors pertinent to the Juvenile Court;
- Thorough knowledge of the organization, operations, functions, and scope of authority of the Juvenile Court;
- Considerable knowledge of effective supervisory and management techniques;
- Demonstrates flexible and efficient time management and ability to prioritize workload;
- Ability to understand and follow oral and written instructions;
- Familiarity with website editing, Adobe Acrobat, and drafting training materials a plus; and
- Basic understanding of employment law principles preferred.

**Applications:** Submit an employment application, resume and cover letter in writing by regular U.S. Mail to the Wayne County Probate and Juvenile Court, Attn: Court Administrator, 107 W. Liberty Street, Wooster, Ohio 44691 or via email at [courtadmin@waynecourts.org](mailto:courtadmin@waynecourts.org). You must complete a Wayne County Employment Application and submit it with your resume in order to be considered for this position. The application form (required submission with all employment opportunities) may be found here: <http://www.wayneohio.org/employment-opportunities>. Complete applications will be reviewed on an ongoing basis. This position will remain open until filled. Applicants will be notified if selected for an interview.

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

**Date Posted: September 20, 2023; Application Deadline: until filled**