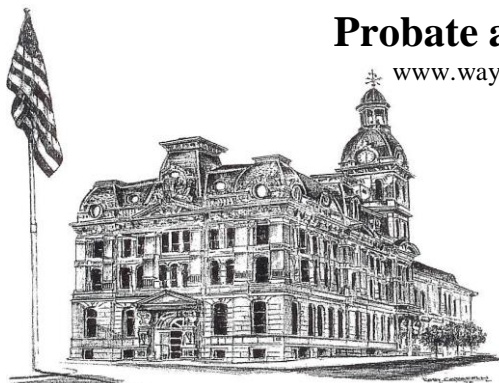


WAYNE COUNTY COURT OF COMMON PLEAS

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 \$18.77 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 correspondence, orders, entries, opinions, and pleadings for review, approval, and use by the Judge/Magistrates;
5. Drafts and issues citations and summons. Revises and proofreads documents for typographical, formatting and grammatical errors;
6. Communicates with the public, attorneys, court staff, government agencies, litigants, and other stakeholders in person, by telephone, and by written communication;
7. Acts as a liaison between the judge, magistrates or other staff and members of the public, attorneys or partner entities;
8. Researches law sources such as statutes, ordinances, judicial decisions, legal articles, etc.;
9. Performs related work on estates, guardianship, adoption, civil action, and numerous other case types as assigned; 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. 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 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. 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 3. 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