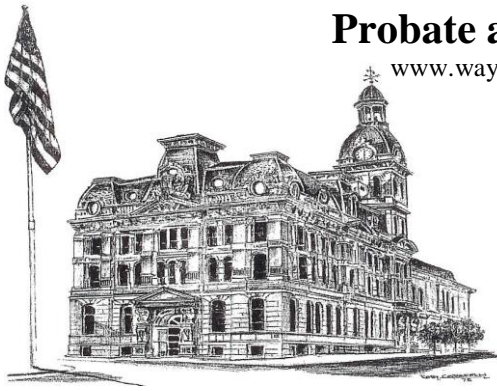


WAYNE COUNTY COURT OF COMMON PLEAS

Probate and Juvenile Divisions

www.waynecourts.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 2

The Wayne County Juvenile and Probate Court is seeking applications for a full-time Deputy Clerk 2. The minimum starting salary for this position is \$17.65 per hour. This position serves at the pleasure of the Judge and reports to the Chief Deputy Clerk.

Deputy Clerk 2 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. Drafts and reviews various documents, including but not limited to citations and summons;
5. Communicates with the public, attorneys, court staff, government agencies, litigants, and other stakeholders in person, by telephone, and by written communication; and
6. 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 databases and spreadsheets. No licensure is required. Prior experience as a legal clerk 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 and cover letter in order to be considered for this position.** The application form 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: December 29, 2023; Application Deadline: until filled