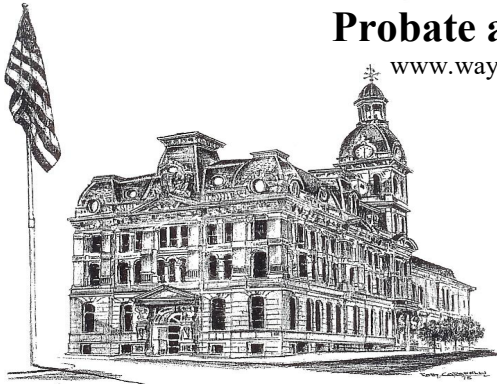


WAYNE COUNTY COURT OF COMMON PLEAS

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 PROBATE CLERK 3 (PART-TIME)

The Wayne County Probate Court is seeking to fill an immediate opening for a part-time Deputy Probate Clerk 3. This position serves at the pleasure of the Judge.

Duties: The Deputy Clerk maintains case files, receives pleadings and other documents, drafts and reviews various documents, and assists the Judge and other clerks with all aspects of the business of the Court. The Deputy Clerk receives, disburses, and accurately accounts for public funds in the form of fines, court costs, and fees. The Deputy Clerk communicates with the public, attorneys, court staff, government agencies, litigants, and other stakeholders in person, by telephone, and by written communication. The Deputy Clerk must have a consistently positive attitude and helpful nature.

Education and Experience Requirements: High school diploma or equivalency. Paralegal degree or previous legal/clerk/secretarial experience given preference. Substantial computer skills are necessary in this role, especially an understanding of databases and spreadsheets. No licensure is required.

Proficiencies: Applicant must be exceptionally detail oriented, able to work in a fast-paced environment, be a self-starter, proficient with multi-tasking and prioritization of tasks, capable of operating the Court's computerized database, and be able to prepare accurate documents. Proficiency in Microsoft Word, Excel, and Outlook/Exchange environment required. Applicant must have exemplary customer service skills, be punctual, have regular attendance, and maintain a good attitude. Previous docketing and electronic filing experience preferred, but not necessary. Familiarity with probate matters will be given priority.

Status: Part-time; minimum starting salary of \$20.17 per hour, and negotiable based upon experience. Because the position is part-time, benefits do not include insurance opportunities, but benefits do include prorated leave accrual, flexible scheduling, and prorated retirement through OPERS. Part-time hours will be on an as-needed basis, not to exceed 29 hours per week.

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: February 6, 2024; Application Deadline: until filled