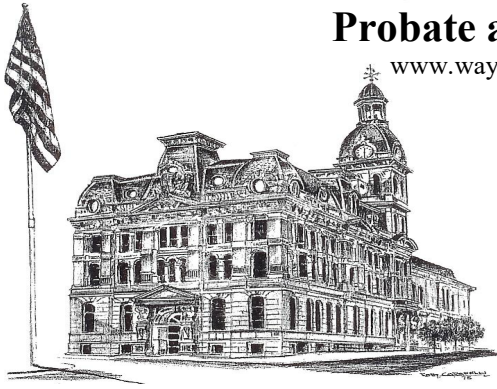


# WAYNE COUNTY COURT OF COMMON PLEAS

## 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:

#### LAW CLERK/PARALEGAL

The Wayne County Juvenile and Probate Court is seeking to fill an opening for a full-time Law Clerk/Paralegal. The minimum starting salary for this position is \$20.17 per hour. This position serves at the pleasure of the Judge.

**DUTIES AND RESPONSIBILITIES:** Under the supervision of the Judge and/or the Court Administrator, the Law Clerk/Paralegal performs the following:

- Reviews filings and case files to ensure accuracy and that legal requirements are met;
- Accurately and efficiently drafts a variety of legal documents and correspondence on behalf of the Judge and Magistrates;
- Prepares legal documents such as orders, entries, opinions, and pleadings for review, approval, and use by the Judge/Magistrates;
- Revises and proofreads documents;
- Maintains judicial calendar, including coordinating and scheduling a variety of appointments, etc.;
- Communicates with the public, attorneys, court staff, government agencies, litigants, and other stakeholders (“Court Users”) in person, by telephone, and by written communication;
- Receives and addresses public inquiries regarding cases or other topics;
- Receives and processes pleadings and other documents, including those that are computerized, digitized and/or microfilmed records of court cases;
- Collects data and compiles or runs reports;
- Conducts legal research and writing; and
- Performs other related duties as required or requested.

Must be **exceptionally detail oriented**, able to work in a fast-paced environment, be a self-starter, and proficient with multi-tasking/prioritization of tasks. Must maintain confidentiality, exhibit consistent professionalism, have exemplary customer service skills, be punctual, have regular attendance, and maintain a good attitude. May receive, disburse, and accurately account for public funds in the form of fines, court costs and fees. Reports to the Juvenile and Probate Court Judge and/or the Court Administrator.

**QUALIFICATIONS:** High school diploma, GED, or equivalent. Experience in data entry, typing, office management, bookkeeping, and/or clerking. Previous docketing and electronic filing experience preferred, but not necessary. Knowledge of principles and practices of the legal system, particularly of civil procedure, and juvenile and probate matters, will be given priority.

**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 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: June 21, 2024; Application Deadline: until filled**