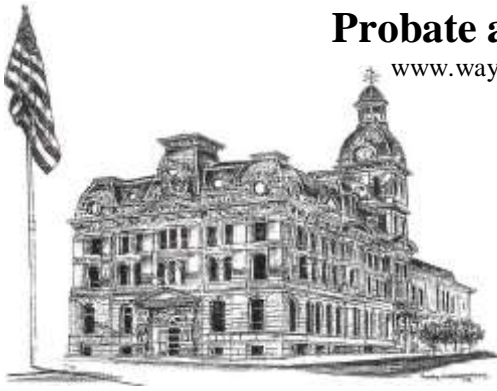


WAYNE COUNTY COURT OF COMMON PLEAS

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:

PROBATE COURT DEPUTY CLERK 1, 2 or 3

The Wayne County Juvenile and Probate Court is seeking applications for a full-time Deputy Clerk. The placement level depends upon the experience/education and skill level of the successful applicant. The minimum starting salary for a Deputy Clerk 1 position is \$17.06 per hour; a Deputy Clerk 2 position is \$17.91 per hour; and a Deputy Clerk 3 position is \$20.47 per hour. This position serves at the pleasure of the Judge.

Deputy Clerks are administrative professionals in the court system, who are integral in maintaining smooth operations for the court. As part of a team, they manage court records; process legal documents; collect and process payments; and assist the public with court procedures. Deputy Clerks are primary points of contact with the public—from answering questions to collecting payments. Successful Deputy Clerks are skilled at proof reading, ensuring accuracy and attention to detail.

Deputy Clerk 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 and enters data into the court's case management system;
4. Communicates with the public, attorneys, court staff, government agencies, litigants, and other stakeholders in person, by telephone, and by written communication;
5. Drafts and reviews various documents, including but not limited to citations, subpoenas and summons; and
6. Any other duties that 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. Experience in data entry, typing, office management, bookkeeping and/or clerking is preferred.

Applications: Submit an employment application, resume and cover letter in writing 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: November 20, 2024; Application Deadline: until filled