Pay: From $17.32 per hour
Job description:
The Clerk of Courts Office has a public service clerical position open for a deputy clerk at the Wayne County Municipal Court office.

Interaction with the public, both personally and over the telephone, is required. The successful candidate must possess people skills, computer skills, and clerical skills. Work must be done quickly and accurately. It is important to enjoy working with people and to be a team player. Interpersonal interaction involves waiting on customers as well as interacting with personnel from other court related offices. The position involves working at the public counter, as well as performing those duties and functions required to ensure that case paperwork is completed.

Under the county pay classification, the position for Deputy Clerk of Courts I has a beginning salary of $17.32 per hour.

Benefits include health insurance, dental insurance, optical insurance, life insurance, holiday pay, vacation and sick pay.

Interested candidates should submit applications to Greg Bolek, Clerk of Courts, 215 N. Grant Street, Wooster, Ohio 44691.

Position open until filled.
Dated: October 21, 2026
“WAYNE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER”

Job Type: Full-time
Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance