

SANDUSKY COUNTY

Deputy Clerk

Sandusky County Juvenile/Probate Court is accepting applications for a full-time (37.5 hours/week) Deputy Clerk. Example of minimum acceptable qualifications includes: Associate Degree in Legal Studies or Paralegal Certificate or at least 2 years working as an Administrative Assistant. Excellent communication, organizational, computer and clerical skills are required. **MUST** have the ability to effectively communicate with attorneys, court personnel and the public in a consistently friendly manner. Must be able to follow detailed directions and be multi-task oriented.

Work duties include: Receives and prepares various legal documents, processes filings, docket cases in the court case management system, prepares journal entries, and reviews cases for procedural compliance. Prepares and sends correspondence and notices, receives payments, issues and posts receipts, answers telephones, and responds to public inquiries. Starting wages are \$18.50/ per hour increasing to \$19.00/hour after the probationary period is completed, plus all standard County Benefits. Interested individuals may apply by application and resume to: Sandusky County Human Resource Office, 622 Croghan Street, Fremont, Ohio. Deadline for application is Friday, May 22, 2026 or until filled. EOE.