



Sandusky County Human Resources
622 Croghan St. - Fremont, Ohio 43420
Telephone (419) 334 - 6104 Fax (419) 334-6104

Posting --of -- Position

OPEN POSTING AND PROMOTION BID SHEET

Sandusky Co. Juvenile/Probate Court

Deputy Clerk ~ Full-time position (37.5 hours/week)

Worksite: Sandusky County Courthouse

Example of minimum acceptable qualifications includes: Associate Degree in Legal Studies or a 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 serve and 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, responds to public inquiries.

Starting Wage - \$18.00/hr.
Post Probationary Wage - \$18.50/hr.

INTERESTED EMPLOYEES MAY APPLY BY APPLICATION TO SANDUSKY COUNTY HUMAN RESOURCES BEFORE THE DEADLINE FOR APPLICATION SET BELOW.

All applicants must submit completed county application to be considered for employment. Resumes may be attached, but will not be considered without application. Applications can be found at: <http://www.sandusky-county.com/index.php?page=links>.

DEADLINE FOR APPLICATION: **FRIDAY, OCT. 18, 2024 OR UNTIL FILLED**

SANDUSKY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**THIS POSTING TO BE REMOVED ONLY BY
THE SANDUSKY COUNTY HUMAN RESOURCE OFFICE**