

Deputy Clerk

Department: Clinton County Title Office

Type: 1 Part-Time Position/24 Hours Per Week

Posted: 03/02/2010

Deadline: Resumes Must Be Received by 4:00 p.m. on 03/15/2010

Probationary Period: 120 Days

Bargaining Unit Position: No

Job Duties: The Clinton County Title Office is seeking qualified candidates for the part-time position of Deputy Clerk. This position will start out part-time with potential to become a full-time position in approximately one year. Office duties include working directly with the public face-to-face and over the telephone, handling money, and working with state computer programs to issue titles. This position will be three (3) days per week and every other Saturday.

Minimum Qualifications: Excellent office administration skills, customer oriented, be able to handle the public, title knowledge preferred, must have computer skills including Microsoft Word and Excel. Qualified candidates must have excellent mathematical skills and ability to handle money and must be self-motivated, ability to handle multiple tasks simultaneously and be well organized. Must have a valid Ohio driver's license.

Benefits: Public Employees Retirement System (PERS); Deferred Compensation Plans (Supplemental Retirement Accounts); Sick Leave – prorated on hours worked; Direct Deposit; Healthy Work Environment – Clinton County provides a Smoke-Free and Drug-Free Workplace.

Contact Information: Submit Resume to:

**Clinton County Human Resources
1025 S. South Street
Wilmington OH 45177**

*For additional career opportunities at Clinton County, visit our website @
<http://co.clinton.oh.us/human-resources>*