

**CLINTON COUNTY
CLERK OF COURTS
POSITION OPENING**

(Please submit your resume; cover letter and three references to: cbailey@clintoncountycourts.org)
(Resumes for this position will be accepted until the end of business day 10/30/2026)

Job Posted: October 13, 2026
Office/Agency: Clerk of Courts
Dept./Div.: Legal
Position Title: Deputy Clerk - Legal
Reports to: Clerk of Courts
Classification: Unclassified
Rate: \$20.00
Hours: 40 hours per week/paid bi-weekly

Job Responsibilities:

- Perform routine office duties (answer telephone, assist customers at counter, copy, scan, typing/data entry, filing, operating microfiche machine)
- Research and pull files (recent and old books) for attorneys or public
- Prepare bank deposits and take to bank
- Run mail and take to post office
- Accept payments for court costs, fines, etc. (balance drawer at end of day)
- Enter on docket all signed entries, motions, etc.
- Assist public in processing passport applications (must take test to be certified)

Essential Duties:

- Issue subpoenas for grand and petit jury
- File and docket all entries, motions, etc.
- Prepare criminal case report for State of Ohio and other agencies
- Process Expungement of criminal cases
- Accept payments for fines and bonds
- Close out criminal cases and prepare cost bill
- Perform other duties as requested

Qualifications:

- High school diploma or equivalent.
- Communicate effectively.
- Attention to detail and accuracy is imperative. *****
- Interpret policies, procedures and regulations.
- Ability to gather and collect data.
- Bookkeeping experience.
- Prior office experience (legal knowledge a plus).

Benefits: Medical insurance, prescription coverage, dental insurance, vision insurance, life insurance benefits. Ohio Public Employee Retirement (OPERS), vacation, sick and holiday pay.

Clinton County government is an Equal Opportunity Employer and does not discriminate based upon any protected class.