

**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 position is filled)

Job Posted: May 29, 2025
Office/Agency: Clerk of Courts
Dept./Div.: Legal
Position Title: Deputy Clerk - Legal
Reports to: Clerk of Courts
Classification: Unclassified
Rate: **Starting pay @ \$19.00 per hour**
Hours: 40 hours per week/paid bi-weekly

Job Responsibilities:

- File, docket, journalize and issue new cases.
- Calculate costs on cases and prepare cost statements.
- Prepare bank deposits, accept payments and balance cash drawer.
- Assist public in processing passport applications.
- Perform routine office duties: answer phones, assist customers at counter, copy, scan, type/data entry and perform other duties as requested.
- Run mail and take to post office

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.