

# Clinton County Job Posting

## Title Clerk

(Please submit your resume; cover letter and three references to; [cbailey@clintoncountycourts.org](mailto:cbailey@clintoncountycourts.org))

**Date:** August 15, 2025  
**Job Title:** Title Clerk  
**Department:** Clinton County Clerk of Courts  
**Type:** Full-Time (40 hours/week)  
**Rate:** \$19.00/hour; Nonexempt  
**Hours:** Must be available to work Monday-Friday 7:30 am – 4:00 pm and every other Saturday 8:00 am – 12:00 pm

**Job Summary:** Waiting on counter and assisting public and car dealers with preparation and processing of titles. Collect and record fees, balance cash drawer daily, end of month balancing, filing, answer phones and other basic office responsibilities.

**Minimum Qualifications:** This position requires a high school diploma, prior office experience (title knowledge a plus), basic computer knowledge, good communication skills, attention to detail and accuracy a must and the ability to work under pressure.

**Benefits:** Health, dental and vision insurance, two weeks' vacation after one year of service, life insurance, OPERS Retirement.

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