



MEDINA COUNTY CLERK OF COURTS

Job Posting

Deputy Clerk Full Time

The Clerk of the Medina Court of Common Pleas seeks a Deputy Clerk for the Clerk of Court's Office.

Responsibilities: Duties may include receiving documents for filing, entering information into the computer system, scanning documents, accurately receiving and recording money transactions, responding to questions from the public, attorneys and public officials regarding case information or title information, administering oaths and performing such other duties required by law or as assigned by the Clerk.

Qualifications: Qualified candidates should be proficient in operating standard office equipment and Microsoft Office® programs. The Clerk of Court will provide training on the Clerk's Office computer system. Legal and paralegal training or experience is a plus. Bookkeeping and accounting skills are a plus. Candidates must be capable of lifting and moving up to 50 pounds, standing and walking throughout the work day.

Hours: Legal: Weekdays 8:00 AM to 4:30 PM

Title: Weekdays 8:30 AM to 5:00 PM and Saturdays (Rotating) 9:00AM to 12:00PM

Rate: Compensation commensurate with qualifications.

Application Deadline: September 17, 2018

Apply by mailing written resume and cover letter by ordinary U.S. Mail to:

David B. Wadsworth, Clerk of Courts
Attn: Deputy Clerk Position
93 Public Square
Medina, OH 44256

Please, no phone inquiries or electronic submission of resumes or applications. The successful candidate will be required to undergo and pass a background check and drug screen.

Posted: September 7, 2018

Medina County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by Federal, state, or local law.