



## MEDINA COUNTY CLERK OF COURTS

# Job Posting

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### Full Time Information Technology Coordinator -Deputy Clerk-

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The Clerk of the Medina Court of Common Pleas seeks a person to serve as Technology Coordinator Deputy Clerk for the Legal Division and Title Division of the Clerk's Office.

**Responsibilities:** Duties in the Legal Division include overall management of the Clerk's Office computer systems including the clerk's office network, case management system (CSDC's J.E.M.S.), access to public records, web site, work stations, infrastructure and peripherals. Acting as Project Manager for the Clerk in managing the vendor selection and implementation of a replacement case management system. Duties also include those duties required by law or as assigned by the Clerk. Duties in the Title Division include overall management of the computer system provided by the State of Ohio for the recording of title transfers, work stations, infrastructure and peripherals.

**Qualifications:** Bachelor's degree from an accredited college or university in field related to the job functions or equivalent combination of education and experience. Qualified candidates should be proficient in network administration and Microsoft Office® programs including SQL server management. The Clerk of Court and computer case management vendor will provide training on the Clerk's Office current case management system. Candidates must be capable of lifting up to 50 pounds, standing and walking throughout the work day.

**Hours:** Weekdays 8:00 AM to 4:30 PM and as required to maintain the IT system.

**Rate:** Compensation commensurate with qualifications.

**Application Deadline:** July 6, 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:** June 8, 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.