



MEDINA COUNTY COMMON PLEAS COURT

Probate and Juvenile Divisions

93 Public Square, Room 104, Medina, Ohio 44256

KEVIN W. DUNN

Judge

ANNOUNCEMENT: IMMEDIATE OPENING

Position Open: Part-time File Clerk
\$11.00/hour; 20-25 hours per week
No Health Insurance Benefits

Qualifications: The successful applicant must be proficient in keyboarding, computer operations, and office practices and procedures. Minimum of one year experience with Microsoft Office Word and Excel or equivalents is required. One year of responsible clerical experience or equivalent preferred.

Hours: Monday – Friday 9:00 a.m. to 2:00 p.m. (some flexibility)

Equal Opportunity Employer

Please email your cover letter and resume to:
Jennifer A. Moore, Court Administrator
jmoore@medinaco.org

No phone calls or walk-ins please.

Deadline to apply is Friday, October 26, 2018 at 4:30 pm