



# MEDINA COUNTY COMMON PLEAS COURT

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## 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; 20-24 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 9:30 a.m. to 2:00 p.m. (subject to change)

Equal Opportunity Employer

Please email your cover letter and resume to:  
Sharon Danko, Court Administrator  
[sdanko@medinaco.org](mailto:sdanko@medinaco.org)

**No phone calls or walk-ins please.**

Deadline to apply is Friday, May 19, 2017 at 4:30 pm