

**County of Sandusky
Deputy Clerk**

Sandusky County Juvenile/Probate Court is accepting applications for a full-time Deputy Clerk. Example of minimum acceptable qualifications includes: Associate Degree in Legal Practices or closely related field OR 2 years of experience as a deputy clerk or legal secretary. Excellent communication, organizational, computer and clerical skills are required. MUST have the ability to effectively communicate with co-workers and various outside personnel in a consistently friendly manner. Must be able to follow detailed directions and be multi-task oriented.

Work duties include: Receives and prepares various legal documents and processes filings; docket cases; prepares journal entries regarding cases and reviews cases for procedural compliance; prepares correspondence and notices and sends as directed; receives payments; issues and posts receipts; answers telephones and public inquiries; and operates general office machines. Starting wage range is \$12.25 per hour, plus all standard County Benefits. Interested individuals may apply by application and resume to: Sandusky County Human Resource Office, 622 Croghan Street, Fremont, Ohio. Deadline for applications is June 1, 2018 or until filled. EOE.