

## **Sandusky County Juvenile / Probate Court**

**Sandusky County Juvenile / Probate Court is seeking a full-time Probate Deputy Clerk**

***Example of minimum acceptable qualifications includes:*** Associate Degree in Legal Practices or closely related field OR 2 years' experience as a deputy clerk or legal secretary. Must have a high school diploma or equivalent. Must maintain a valid driver's license and satisfactory criminal and traffic background checks.

**Probate Court ~ Work duties include:** Receives and prepares various legal documents and processes filings (i.e. Estates, Guardianships, Trusts, Civil, Adoptions, Marriage Licenses); 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, applies costs; answers telephones and public inquiries; and operates general office machines.

Excellent communication, organizational, computer and clerical skills are required. MUST have the ability to effectively serve and 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.

Starting wage range is \$11.00 per hour, plus all standard County Benefits. Interested individuals may apply by application to: Sandusky County Human Resource Office, 622 Croghan Street, Fremont, Ohio. Deadline for applications is August 27, 2014 or until filled. EOE.