

**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 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.

**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 \$11.75 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 September 8, 2017 or until filled.

**Sandusky County is an Equal Opportunity Employer**

<b>FULL-TIME DEPUTY CLERK</b>
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