

**COURT OF COMMON PLEAS
PROBATE DIVISION
PORTAGE COUNTY, OHIO**

POSITION:

Deputy Probate Court Clerk

DESCRIPTION:

Under the general supervision of the Chief Deputy Clerk, performs a variety of complex clerical tasks involved in the processing, reviewing, and filing of legal documents pertaining to Probate Court matters. Provides direction and assistance on Probate Court matters to attorneys and the public. Opens case files, receipts monies, provides counter assistance, review files for court action, prepare statistical reports, and closes cases. This is a full-time position (40 hours per week).

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High school diploma or equivalent with vocational/technical training in business or office procedures or a related field and two years of related experience; or any combination of education and experience that provides the requisite knowledge, skills, and abilities for the job is required.

POSITION REQUIREMENTS:

Must possess critical skills and expertise. Capabilities in record-keeping, office procedures, and legal procedures. Proficiency in operating a personal computer and using or being able to learn court's case management system and Microsoft Office products, such as Word, Outlook, and Excel. Ability to maintain utmost confidentiality. Demonstrated dependability, reliability, and excellent attendance record. Professional appearance and demeanor. Ability to interact and maintain effective working relationships with Judge, Magistrate, employees, lawyers, and persons conducting business with the court. Must have good time management skills and be highly organized and detail-oriented. Must have reliable transportation. Must pass a criminal background check, including driving record and pre-employment drug test. Must have Notary Public Commission or obtain Notary Public Commission within three months of employment.

COMPENSATION:

SALARY: Probationary salary is \$14.85/hr + depending on education, experience, and qualifications as determined by the Judge.

BENEFITS:

P.E.R.S. Health insurance coverage available and paid vacation after first year of public service.

SEND COUNTY APPLICATION, RESUME AND COVER LETTER TO:

Heather Gyekenyesi, Magistrate / Court Administrator
Portage County Probate Court
203 W. Main Street
Ravenna, Ohio 44266

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED