

Huron County Job Posting

Deputy Clerk of Courts

Location: Norwalk, OH

Position Type: Full Time, Unclassified, FLSA Exempt

Hours: 40 hours/week

Starting wage: \$12.75-\$15.75 per hour

Job Summary: This entry level position generally requires minimal experience with court procedures and legal terminology. The incumbent works under the general supervision of the Huron County Clerk of Courts and/or the Chief Deputy of that office. This position includes emphasis on the processing of civil and domestic cases and involves high volume data entry into a computer terminal and general clerical duties. This work requires independent judgment in verifying the accuracy of the information being processed and the ability to use multiple applications. Computer skills are required. Please visit www.huroncountyclerk.com for full job description.

Preferred Knowledge and Skills:

- Exhibit professionalism in manner and appearance.
- Excellent comprehension and the ability to learn quickly.
- Detail oriented and accurate.
- Exhibit motivation, a positive and helpful attitude, and commitment.
- Ability to multi-task and work in a fast-paced environment where excellent customer service is required.
- Familiar with Microsoft programs.
- Ability to type 40-60 words per minute.
- Ability to proofread technical materials, recognize errors and make corrections.
- Ability to communicate effectively.
- Understand a variety of written and/or verbal communication.
- Ability to operate in an efficient and focused manner.
- Ability to assist with bookkeeping duties.

Preferred Education and Experience:

- One year clerical and data entry experience.

Required Education and Experience:

- High school graduate/GED.

Huron County offers a great benefits package:

- Retirement through Ohio Public Employees Retirement System (OPERS)
- Medical, Prescription, Dental and Life Insurance
- Vacation, Personal, Sick Time and Paid Holidays
- Voluntary supplemental benefits

Application and Selection Procedures:

Candidates are required to submit a resume (including explanation of keyboarding skills) and a Huron County Application for Employment, which can be found at <http://www.huroncountyclerk.com> under "important notices".

Submit to Susan Hazel, Huron County Clerk of Courts, 2 East Main Street Norwalk, OH 44857 or email

susan@huroncountyclerk.com.

Resume and application must be received by 4:30 pm on Friday, October 2nd.

The successful candidate will be subject to pre-employment drug testing, a driving record check and a full background investigation. Only those to be interviewed will be contacted.