

93 Public Square

Room 104

Medina, Ohio 44256

Probate Court:

(330) 725-9703

Juvenile Court:

(330) 725-9710

Medina County Court of Common Pleas, Probate & Juvenile Divisions is an Equal Opportunity Employer

**Probate and Juvenile Divisions Medina County**

**Common Pleas Court**

**KEVIN W. DUNN, Judge**

**Immediate Opening for Deputy Clerk**

**Location**: Probate Court **Status**: Permanent Full-time

**Hours**: M-F; 8-4:30 **Pay**: $36,000

**Open**: February 2, 2023 **Closing**: Until position is filled

**Position Overview**

The primary purpose is to perform clerical duties related to Probate Court cases including answering phones, providing information, receiving and reviewing documents for court filings, docketing, maintaining case files and basic arithmetic. Communicate with magistrates, attorneys, and the public regarding cases or general court information.

**Qualifications**

The successful applicant will be detail oriented, and have the ability to prioritize and work under pressure. Communicate professionally and effectively with the public and have knowledge of office practices and procedures. Be proficient in computer operations especially in the use of Microsoft Office Word and Excel and have the ability to learn the Court’s case management system. Degree Preferred. Graduation from secondary school supplemented by proficiency in the above areas may be considered with related experience, legal background a plus.

**Conditions of Employment**

Applicants must be US citizens or eligible to work without restriction in the United States and at least 18 years of age. This position is subject to a background check and drug screen. Employees are considered “at will” employees.

**How to Apply**

Please email your cover letter and resume to:

Jennifer A. Moore, Court Administrator at [jmoore@medinaco.org](mailto:jmoore@medinaco.org)

**No phone calls or walk-ins please**.