



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:** Commensurate with Experience

Open: June 8, 2022 **Closing:** June 17, 2022; 4:30 p.m.

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

No phone calls or walk-ins please.