

**MUSKINGUM COUNTY  
POSITION OPENING ANNOUNCEMENT**

**DATE:** April 26, 2024

**DEPARTMENT:** CLERK OF COURTS – GENERAL DIVISION

**POSITION TITLE:** DEPUTY CLERK

**STATUS:** FULL TIME (35 hours per week)

**SALARY RANGE:** \$14.00 - \$16.00 per hour  
(Based on Experience and Qualifications)

**DEADLINE:** MAY 10, 2024

**QUALIFICATIONS:**

- \*Pass all pre-employment screening
- \*High School Diploma, GED or Equivalent
- \*Experience with computers and software (Word, Excel & data entry)
- \*Experience in assisting the public
- \*Maintain confidentiality of sensitive and confidential subject matters
- \*Detailed oriented and strong organizational skills

Responsible for processing and filing of court documents, provide service to the public in person and by phone, handling of funds, and data entry. Must be able to multi-task and have strong organizational and customer service skills. Interact well with other staff members and court personnel.

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If interested, send completed Application and Resume, either by mail, fax or in person by the deadline to:

**MUSKINGUM COUNTY CLERK OF COURTS  
ATTN: WENDY SOWERS  
401 MAIN STREET  
COUNTY COURTHOUSE  
ZANESVILLE, OHIO 43701**

**EOE**

(Application Form is available on the County Website: [www.muskingumcountyoh.gov](http://www.muskingumcountyoh.gov))