

# **JOB POSTING MUSKINGUM COUNTY COURT**

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**Position:** Deputy Clerk  
Full-Time (7:30 a.m. to 4:30 p.m.)

**Department:** Muskingum County Court

**Salary:** \$14.00-\$20.00 (Based on Experience and Qualifications)

**Posting Date:** June 17, 2022 through July 8, 2022

**Closing Date:** July 8, 2022 at 4:00 p.m.

## **MINIMUM REQUIREMENTS:**

Education equivalent to the completion of the twelfth (12<sup>th</sup>) school grade. Two years office experience preferred. Must possess proficient typing skills. Ability to file in alphabetic, numeric and chronological order. Must be able to operate photocopy machine, adding machine, fax machine and all other basic office equipment. Must be able to work with WORD and EXCEL programs and have minimum basic computer knowledge.

Chosen applicant must be willing to work in a fast-paced office environment and able to meet deadlines in the filing and processing of various filings.

## **JOB DESCRIPTION:**

Perform a wide variety of legal clerical support work and follow policies and procedures within the area assigned; review documents, research discrepancies and verify information

Work closely with attorneys, litigants and the public to provide case information and complete public records requests.

Schedule court cases for hearing dates; develop and maintain calendars of cases set for trials and/or other court proceedings.

Prepare a variety of documents related to processing of small claims, civil, traffic, and criminal, such as summons, subpoenas, wage and bank garnishments, judgments, orders of executions, and other filings.

Establish, maintain and close case files or system of legal records; annotate indexes and docket records. Finalize court cases for the Supreme Court Report.

Accept payments for filing fees, fines, court costs and restitution.  
Sort and file legal materials such as forms, pleadings, correspondence and related documents; locate and pulls court files; search files and verify that materials placed in files are related and complete; prepares new court folders and inserts related court materials in accordance with specific procedures. Prepare files for court appearances.

Receive and process wage garnishment proceeds from employers and financial institutions. Prepare outgoing specialized mailings; maintains logs, lists, rosters and court records.

Any other duties as assigned.

Must be able to pass a criminal history information background check and urine drug test.

**IF INTERESTED, PLEASE BRING A RESUME AND/OR COMPLETED COUNTY JOB APPLICATION TO:**

**Muskingum County Court  
Attn: Crystal Brokaw  
Law Administration Building  
27 N. 5<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Zanesville, OH 43701**

**(Application is available at [www.muskingumcountyoh.gov](http://www.muskingumcountyoh.gov))**