

**MUSKINGUM COUNTY
POSITION OPENING ANNOUNCEMENT**

DATE: AUGUST 5, 2022

DEPARTMENT: CLERK OF COURTS – DOMESTIC OFFICE

POSITION TITLE: DEPUTY CLERK

STATUS: FULL TIME (35 hours per week)

SALARY RANGE: \$13.00 - \$14.00 per hour
(Based on Experience and Qualifications)

DEADLINES: Inside/Outside Applicants: AUGUST 12, 2022
(Applications and/or resumes received or postmarked after deadline will not be considered)

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.

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**

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