

**MUSKINGUM COUNTY
POSITION OPENING ANNOUNCEMENT**

DATE: JUNE 20, 2023

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: JUNE 30, 2023

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
COUNTY COURTHOUSE
401 MAIN STREET
ZANESVILLE, OHIO 43701**

EOE

(Application Form is available on the County Website: www.muskingumcountyoh.gov)