

# MUSKINGUM COUNTY COURT POSITION POSTING

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

**Department:** Muskingum County Court

**Salary:** \$18.00 - \$25.00/hour (Based on Experience and Qualifications)

**Posting Date:** February 23, 2026 through March 13, 2026

**Closing Date:** March 13, 2026 at 4:00 p.m.

## **MINIMUM REQUIREMENTS:**

Must have a High School Diploma/GED. Prior administrative, clerical, or data processing experience is preferred. Experience in the legal field is desired, but not required. Must be able to learn and retain complex information quickly, possess proficient typing skills, and the ability to file in alphabetic, numerical and chronological order. Must be able to operate a copy 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, work well with others, and provide excellent customer service when assisting the public with their needs.

## **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.

Enter new civil, traffic, and criminal cases into the Case Management System.

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 cases, such as summons, subpoenas, wage and bank garnishments, judgments,

orders of executions, and other filings.

Sort and file legal materials such as forms, pleadings, correspondence and related documents; locate and pull court files; search files and verify that materials placed in files are related and complete; prepare 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; maintain logs, lists, rosters and court records.

Accept payments for filing fees, fines, court costs and restitution.

Answer large volume of phone calls.

Any other duties as assigned.

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

**IF INTERESTED, PLEASE SUBMIT A RESUME AND A COMPLETED COUNTY JOB APPLICATION (BY MAIL, EMAIL OR IN PERSON) 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**

**EMAIL:** [cmbrokaw@muskingumcounty.org](mailto:cmbrokaw@muskingumcounty.org)

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