

**MUSKINGUM COUNTY
POSITION OPENING ANNOUNCEMENT**

DATE: April 13, 2026

DEPARTMENT: MUSKINGUM COUNTY JUVENILE COURT

POSITION: DEPUTY CLERK (FLOATER)

STATUS: FULL TIME
Monday – Friday 8:30 AM-4:30 PM

SALARY RANGE: \$22.50 - \$25.00/hour
(Based on qualification and experience)

DEADLINE: OPEN UNTIL POSITION IS FILLED

POSITION SUMMARY:

The Deputy Clerk (Floater) is a highly adaptable administrative professional who provides comprehensive clerical and operational support across multiple clerk positions within the court. The duties of this position include, but are not limited to, serving as a flexible resource and rotating between various clerk assignments to provide coverage during staff absences, vacancies, periods of high case volume, or as otherwise instructed. The position plays a critical role in maintaining workflow, continuity, and supporting efficient court operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Chief Deputy Clerk, the Deputy Clerk (Floater) performs a wide range of complex clerical and administrative duties, including but not limited to:

- Processing, reviewing, and filing legal documents related to Juvenile Court matters
- Providing guidance and assistance to attorneys, court personnel, and the public regarding court procedures
- Opening, maintaining, and closing case files in accordance with established policies
- Receiving case files for court proceedings and ensuring completeness and accuracy
- Preparing statistical reports and maintaining case-related data
- Managing court-appointed billing processes and documentation
- Processing record sealing and expungement requests in compliance with applicable laws
- Assisting with appellate case preparation and documentation

- Coordinating case transfers between jurisdictions or divisions
- Managing documentation related to specialized court programs (e.g., bridges or diversion programs)
- Preparing and issuing school correspondence and official court notices
- Providing front desk/receptionist coverage as needed, including customer service and call handling
- Assisting with preparing and processing of Grandparent Power of Attorney documentation
- Attending required trainings, conferences, and professional development sessions
- May be assigned to process and monitor truancy, and/or traffic, and/or child support, and/or abuse-neglect-dependency, and/or delinquency-unruly and/or scheduling related matters, on a temporary or permanent basis depending on the needs of the department
- Supporting the Chief Deputy Clerk and other Deputy Clerks as needed

PREFERRED QUALIFICATIONS:

The ideal candidate will demonstrate:

- Strong knowledge of clerical practices, record-keeping, and general office procedures
- Familiarity with legal processes and court operations (preferred)
- Proficiency in computer systems, including Microsoft Office Suite (Word, Outlook, Excel), and the ability to quickly learn case management systems
- Excellent organizational, time management, and attention to detail
- Strong interpersonal and communication skills, with the ability to interact professionally with judges, magistrates, attorneys, staff, and the public
- A high level of integrity and ability to maintain strict confidentiality
- Proven reliability, dependability, and a strong attendance record
- Professional appearance and demeanor
- Ability to work independently and collaboratively in a fast-paced environment

ADDITIONAL REQUIREMENTS:

- Must successfully pass all required pre-employment screenings
- Must be able to adapt to changing assignments and priorities

WORK ENVIRONMENT:

This position operates in a professional court environment and requires frequent interaction with the public. The ability to manage sensitive situations with professionalism and discretion is essential.

BENEFITS:

OPERS (retirement plan); Health/Dental/Vision/Life Insurance Benefits; Deferred Compensation Plan available; Sick Leave accrual; and Vacation accrual (available after 6 months of employment).

The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. This is not an exhaustive list of all duties to be performed. Other duties may be assigned.

The Muskingum County Juvenile Court is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, military status, genetic testing, or other unlawful bias.

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

**MUSKINGUM COUNTY JUVENILE COURT
ATTN: COURT DIRECTOR TODD FITZ
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