

# Huron County Juvenile Court Position Posting

## Deputy Clerk

Norwalk, Ohio

Full Time

Salary: \$35,000 to \$37,500

### Job Responsibilities:

- Assists general public and attorneys in person, by telephone, and by email
- Dockets, scans, enter data into Court computer system
- Prepare court documents, schedule hearings
- Perform miscellaneous office functions, including filing, copying, answering telephone, preparing and distributing mail, taking and relaying messages, receipting incoming money, etc
- Perform miscellaneous tasks at the direction of the Judge, Court Administrator, and Chief Deputy Clerk
- Demonstrate regular and predictable attendance and punctuality

### Qualifications:

- Ability to relate to and communicate with people
- Ability to compile and maintain accurate records
- Ability to prepare court orders/entries
- Ability to organize and file
- Knowledge of bookkeeping procedures and maintenance of accurate financial records
- Ability to perform appropriate math functions and complete and analyze data
- Proficiency in Word, Excel, Outlook, Access
- Ability to multi task in fast paced environment
- Knowledge of relevant state law and court procedure

### Benefits:

- Health insurance
- Life insurance
- Retirement plan
- Paid time off

Apply by submitting resume to [cmushett@hcjpc.com](mailto:cmushett@hcjpc.com) by May 24, 2023 .