



Gina M. Hartman
Huron County Clerk of Courts

Courthouse - 2 East Main Street, Norwalk, Ohio 44857

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PROFESSIONAL JOB OPENING

The Huron County Clerk of Courts is accepting applications for a full-time Legal Department Clerk. The applicant must be intelligent, a quick learner, detail oriented, efficient and able to work amicably with the public, co-workers and supervisor.

Qualified candidates must have broad knowledge of office practices and procedures including: excellent computer keyboarding and bookkeeping, knowledge of WINDOWS based computer systems, analytical and organizational skills, efficient filing capabilities and outstanding communication skills. The position requires the ability to perform multiple tasks, manage interruptions and work independently. The candidate must have the ability to maintain harmonious and respectful working relationships with the public and employees.

Excellent County benefits including health and life insurance, vacation, holidays and OPERS (the State of Ohio Retirement Plan) are part of the total compensation plan.

A completed application and resume must be received by October 3, 2025 for consideration.

A handwritten signature in blue ink that reads 'Gina M. Hartman'. The signature is fluid and cursive.

Gina M. Hartman

Affirmative Action/EEO Employer

NOTICE – JOB OPENING

The following is posted to notify the public that an entry-level position is available in the office of the Huron County Clerk of Courts Legal Department.

Job Title: **Deputy Clerk of Courts Legal Specialist I**
(With opportunity for promotion to Legal Specialist II or Account Clerk)

Salary: Position Range (\$15 - \$17) per hour) Excellent Public Employee
Benefits

Nature of Job: See job description for Legal Clerk, Clerk I
This is a full-time unclassified position.

Selection Procedures: Applications will be accepted until 4:30 p.m. October 3, 2025 at the office of the Huron County Clerk of Courts located on the second floor of the Courthouse at 2 East Main Street, Norwalk, Ohio 44857. Each applicant must provide a resume with references and complete a *Huron County Application for Employment*. This application is available at the Clerk of Courts legal office or online. Interviews for qualified candidates will be scheduled by the Clerk of Courts.

hccommissioners.com

- Employment
- Job Application

Hours of Work: 40 hour work week
Office hours: 8:00 a.m. – 4:30 p.m., Monday – Friday

Qualifications: The applicant must be intelligent, a quick learner, detail oriented, efficient and able to work amicably with the public, co-workers and supervisor. Qualified candidates must have broad knowledge of office practices and procedures including; excellent computer keyboarding and bookkeeping skills, knowledge of Windows based computer systems, good analytical and organizational skills, efficient filing capabilities and outstanding communication skills. The position requires the ability to perform multiple tasks and independent judgment. The candidate must have the ability to maintain harmonious and respectful working relationships with the public and employees.

CLASSIFICATION SPECIFICATION

HURON COUNTY

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Page 1 of 2

TITLE: Legal Specialist I
CLASS NO:

JOB RESPONSIBILITIES: Under general supervision, performs a variety of duties associated with the Clerk of Court's Office (e.g., provides customer assistance with the filing of cases and/or legal documentation; prepares and/or processes a variety of legal documentation; selects and notifies jurors and maintains a variety of records concerning jury participants; files and retrieves documents; answers telephones; receives and processes applications and payments toward passports; assists other Clerk of Court's Office personnel; etc.).

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:
Completion of secondary education, supplemented by courses in office practices and procedures, plus one (1) year of responsible clerical experience.

License, certificate, or registration requirements:

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties [* indicates developed after employment])
40-60	1. Performs a variety of customer service-related duties (e.g., provides assistance to attorneys and general public in filing cases and/or legal documents associated with court cases; assigns case numbers concerning cases and filing procedures; time stamps documents; etc.).	<i>Trained on CMS</i> 1. Knowledge of (1) computer science; (2) department policies and procedures;* (3) courtroom procedures; (4) civil procedure; (5) criminal procedure; (6) court filing procedures; (7) office practices and procedures; skill in (8) computer operation; (9) use of modern office equipment; ability to (10) deal with problems involving several variables within familiar context; (11) understand, interpret, and apply laws, rules, or regulations to specific situations; (12) prepare accurate documentation; (13) use

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Page 2 of 2

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties [* indicates developed after employment])
20-30	2. Prepares a variety of legal documentation (e.g., documents the sale of property through the office of the Sheriff; releases mortgages; calculates costs; issues executions, certificates of judgment, search warrants, etc.; prepares and processes the publication of a variety of legal notices; etc.).	(1) (continued) proper research methods to gather data; (14) respond to routine inquiries from public and/or officials; (15) communicate effectively; (16) understand a variety of written and/or verbal communications; (17) maintain records according to established procedures; (18) handle sensitive inquiries from and contacts with officials and general public; (19) develop and maintain effective working relationships.
20-30	3. Performs a variety of clerical duties (e.g., files and retrieves documents; opens, sorts, and distributes mail; prepares documents for mailing; answers telephones; enters data into computer system; calculates case billings; completes forms; etc.).	2. Knowledge of (1), (2), * (3), (4), (7), (20) basic accounting, (21) English grammar and spelling, (22) records management; skill in (8), (9); ability to (10), (11), (12), (13), (14), (15), (16), (17), (18), (19), (23) calculate fractions, decimals, and percentages. 3. Knowledge of (1), (2), (6), (7), (21), (22); skill in (8), (9); ability to (10), (11), (12), (14), (15), (16), (17), (19).

TITLE:

Legal Specialist I

CLASS NO:

Developed by Clemans, Nelson & Assoc., Inc.

Columbus, Ohio 43235

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DATE: