



Gina M. Hartman
Huron County Clerk of Courts

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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 ambitious, quick learner, detail oriented, efficient and able to work amicably with the public, co-workers and supervisor. This work requires high integrity, confidentiality and excellent customer service qualities.

Qualified candidates must have high school diploma or equivalent, broad knowledge of office practices and procedures including: excellent computer keyboarding accuracy, 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.

Entry pay range \$15.00-\$17.00 with career opportunities.

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.

Hours of operation are Monday-Friday 8:00am-4:30pm

A completed application and resume must be received by January 12, 2026 for consideration.

Gina M. Hartman

Affirmative Action/EEO Employer