



*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 Deputy Title 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: computer keyboarding accuracy, analytical and organizational skills, and pleasant telephone customer service. The position requires the ability to learn legal procedures for handling titles for the State of Ohio. 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 and Saturdays 8am-12:00pm.

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

Gina M. Hartman

Affirmative Action/EEO Employer