

# ERIE COUNTY

## JOB POSTING #2024-021

**POSITION:** PT Deputy Clerk – Appeals  
**DEPARTMENT:** Clerk of Courts  
**SALARY:** \$14.05/hr. – Probationary  
\$15.00/hr. – After Probation  
**POSTING DATE:** 8:00 a.m., April 22, 2024  
**CLOSING DATE:** 4:30 p.m., May 3, 2024

### MINIMUM REQUIREMENTS

Education equivalent to the completion of the twelfth (12<sup>th</sup>) school grade. Two years office experience and working with the public. Some knowledge of the court system. Ability to file in alphabetic, numeric and chronological order. Ability to sort and code items according to established procedures. Skill in the operation of office machines. Ability to work with confidential information. Must be able to work with the public. Erie County residents preferred.

Pre-employment physical and drug screen required.

An in-depth job description can be reviewed at the Human Resources Office at 2900 Columbus Avenue, Sandusky.

Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, [www.eriecounty.oh.gov](http://www.eriecounty.oh.gov), where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at OhioMeansJobs at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department by 4:30 p.m., 05/03/2024. EOE/AA/ADA

Approved for Content Markus Wills 4/19/24

Approved for Posting J.S. Jones 4/19/24

## 2024-021 ERIE COUNTY JOB OPENING ANNOUNCEMENT

### Where Applications Taken:

Erie County Human Resources Office  
Erie County Services Center  
Second Floor, Room 210  
2900 Columbus Avenue  
Sandusky, Ohio 44870

### Office Hours:

8:00 a.m. till 4:30 p.m.  
Monday through Friday

### Where Postings Sent:

Erie County Care Facility	Human Resources
Erie County Court	Courthouse
BGSU Firelands Campus	Erie County Office Bldg
Ohio Business College	B.V.R.
Goodwill	
Health Department	C.A.C.
Local Newspaper	NAACP
SHS Vocational Education	Terra Tech
All County Bulletin Boards	Your Job Store

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### ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

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DEPARTMENT:	<b>Clerk of Courts</b>	POSITION:	<b>PT Deputy Clerk - Appeals</b>
POSTING DATE:	8:00 a.m., Monday April 22, 2024	LOCATION:	323 Columbus Avenue Sandusky, Ohio 44870
CLOSING DATE:	4:30 p.m., Friday May 3, 2024	WORKING HOURS:	10:00 a.m. - 4:00 p.m. Mon-Fri
EFFECTIVE DATE:	ASAP	SALARY:	\$14.05/hr. Probationary \$15.00/hr. After probation

### Description of the Job:

The Appeals Deputy Clerk is under direct supervision of the Erie County Clerk of Courts. The Appeals Deputy Clerk of Courts is responsible for performing a variety of tasks relating to the integrity of the Appeals Court. Directions shall be given by the department supervisor.

Essential Functions to be Performed:

- Computer correspondence of legal documents and forms at least 40WPM.
- Skilled in computer usage.
- Maintain complex records.
- Record receipts.
- Answer telephone; greet the public, knowledge regarding title department procedures.
- Prepare and issue legal documents and forms.
- Handle cash.

Minimum Qualifications:

- Education equivalent to the completion of the 12th grade.
- Two (2) years office experience and working with the public.
- Some knowledge of the Court system.
- Understanding of the English grammar, spelling, punctuation, and word usage.
- Ability to work with confidential information.
- Ability to follow oral and written instructions.
- Ability to add, subtract, multiply and divide whole numbers.
- Ability to develop and maintain effective working relationships with associates, supervisors and the general public.
- Ability to file in alphabetical, numeric and chronological order.
- Ability to sort and code items according to established procedures.
- Skilled in handwriting.
- Skilled in the operation of printers, copy machines and calculators.

Preferred Qualifications:

- Erie County residents preferred.

Physical Requirements:

- Alternate frequently between sitting/standing/walking throughout an eight (8) hour workday.
- Lift/carry a minimum of ten (10) pounds.
- Reaching with bilateral upper extremities.
- Climb onto stepladder (2 to 3 steps).
- Bend/squat/crouch/kneel.

**WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE**