

# ERIE COUNTY

## JOB POSTING #2025-030

**POSITION:** FT Adoption Clerk/Bookkeeper/  
Deputy Clerk

**DEPARTMENT:** Common Pleas Court

**SALARY:** \$22.00 - \$24.00/hour

**POSTING DATE:** 8:00 a.m., March 17, 2025

**CLOSING DATE:** 4:30 p.m., March 21, 2025

### MINIMUM REQUIREMENTS

Ability to post daily receipts and apply deposits to accumulated costs, prepare deposit slips, maintain clerical and financial records, figure court costs, prepare checks and monthly statement, review disbursements and balance accounts monthly and yearly. Update check registry, daily cashbook report and money drawer. Assist with entering marriage license applications, issuing marriage licenses, and entering returns. Perform case management of adoptions inclusive or receiving, filing, scheduling hearing dates, home studies and communication with parties and attorneys. Assist with guardianship and estate accountings.

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, OH 44870.

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., 03/21/2025. EOE/AA/ADA

Approved for Content Monahan S. With 3/12/25

Approved for Posting JS JQA 3/12/25

**2025-030**

**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 Ed.	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 or disability status in employment or the provision of services.

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<b>DEPARTMENT:</b>	<b>Common Pleas Court</b>	<b>POSITION:</b>	<b>FT Adoption Clerk/ Bookkeeper/Deputy Clerk</b>
<b>POSTING DATE:</b>	8:00 a.m., Monday March 17, 2025	<b>LOCATION:</b>	323 Columbus Ave. Sandusky, Ohio 44870
<b>CLOSING DATE:</b>	4:30 p.m., Friday March 21, 2025	<b>WORKING HOURS:</b>	8:00 a.m. – 4:00 p.m. Monday – Friday
<b>EFFECTIVE DATE:</b>	A.S.A.P	<b>SALARY:</b>	\$22.00 - \$24.00/hour

**Bookkeeper:**

Posting of daily receipts and applying deposits to accumulated costs, preparing deposit slips, maintaining clerical and financial records, figuring court costs, preparing checks and monthly statement, reviewing disbursements and balancing accounts monthly and yearly. Updating check registry, Daily cashbook report and money drawer. Responsible for pay-ins to County and State Auditors and other agencies. Greeting visitors and answering of phones, assisting court customers, assisting with other deputy clerks as needed or assigned. Organize and maintain vendor requests, request purchase orders, submit invoices, maintain account balances and payment of indigent fees.

Adoption Specialist:

Assist with entering marriage license applications, issuing marriage licenses, entering returns. Case management of adoptions inclusive or receiving, filing, scheduling hearing dates, home studies and communication with parties and attorneys. Assisting with guardianship and estate accountings. Assisting with needed clerical duties such as filing, copying, faxing and certifying of documents. Greeting visitors and answering of phones, assisting court customers, assisting with other deputy clerks as needed or assigned.

Deputy Clerk:

Cross training to cover other staff positions duties as needed. Perform other deputy clerk duties as assigned.

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