

FULL-TIME DEPUTY CLERK

HANCOCK COUNTY CLERK OF COURTS

LEGAL DEPARTMENT

ENERGETIC TEAM PLAYER SOUGHT FOR FAST-PACED OFFICE ENVIRONMENT. PRIME CANDIDATE WOULD POSSESS SUPERIOR PHONE/PEOPLE SKILLS & PROFICIENCY IN COMPUTER DATA ENTRY. BOOKKEEPING EXPERIENCE IS A PLUS.

JOB REQUIRES DEALING WITH THE GENERAL PUBLIC AS WELL AS LEGAL SECRETARIES AND ATTORNEYS ON A DAILY BASIS.

MUST BE PHYSICALLY ABLE TO OPERATE A VARIETY OF OFFICE MACHINES, GET UP AND DOWN FREQUENTLY TO WAIT ON CUSTOMERS AT THE COUNTER, ANSWER THE TELEPHONE, LIFT HEAVY BOOKS AND BOXES OF FILES AND STOOP AND BEND FOR FILING.

MUST BE ABLE TO COMPREHEND LEGAL PLEADINGS, INCLUDING BUT NOT LIMITED TO: MOTIONS, JUDGMENT ENTRIES, JUDGMENT LIENS, ETC.

NORMAL WORKING HOURS ARE MONDAY – FRIDAY, 8:00 A.M. TO 5:00 P.M. MUST BE WILLING TO WORK OVERTIME WHEN REQUESTED AND MUST BE WILLING TO TRAVEL (MOST GENERALLY DAY TRIPS) WITHIN OHIO TO WORK-RELATED MEETINGS AND SEMINARS.

RESUMES MAY BE SENT TO: HANCOCK COUNTY CLERK OF COURTS
ATTENTION: LEGAL DEPARTMENT
300 SOUTH MAIN STREET
FINDLAY, OH 45840

OR FAXED TO: (419) 424-7801