

PICKAWAY COUNTY
AN EQUAL OPPORTUNITY EMPLOYER

POSITION AVAILABLE: DEPUTY CLERK

This is a full-time position that is primarily a Deputy Clerk for Juvenile Court but could also have job responsibilities with Probate Court.

Job Duties: Maintaining court case files, case docketing and scheduling of hearings; processing payments from the public and attorneys, assisting public with filings, answering phone calls, processing mail, issuing marriage licenses and any other duties required by the judge or court administrator.

Must be able to multi-task, stay focused, organized and work well with others.

Qualifications: High School Diploma, Prior experience with the court or legal system is a plus. Proficiency in the use of computers and case management software.

Salary commensurate with experience.

Deadline for submission of application is February 26th, 2024. Applications may be obtained online at www.pickawaycourt.com or in person at the Probate Court Clerk's office.