



MEDINA COUNTY COMMON PLEAS COURT

Probate and Juvenile Divisions

93 Public Square, Room 104, Medina, Ohio 44256

KEVIN W. DUNN

Judge

Medina County Probate & Juvenile Court

IMMEDIATE OPENING

Position Open: Deputy Clerk; Full-time; County Benefits

Qualifications: The successful applicant will be detail oriented, and have the ability to prioritize and work under pressure. Communicate professionally and effectively with the public and have knowledge of office practices and procedures. Be proficient in computer operations especially in the use of Microsoft Office Word and Excel and have the ability to learn the Court's case management system. Degree Preferred. Graduation from secondary school supplemented by proficiency in the above areas may be considered with related experience, legal background a plus.

Hours: Monday – Friday 8:00 a.m. to 4:30 p.m.

Please email your cover letter and resume to:

Jennifer A. Moore, Court Administrator

jmoore@medinaco.org

No phone calls or walk-ins please.

Deadline to apply is Monday, September 11, 2017 at 4:30 pm

Equal Opportunity Employer

PROBATE COURT: (330) 725-9703 FAX: (330) 725-9119

JUVENILE COURT: (330) 725-9710 FAX: (330) 725-9173