

**MUSKINGUM COUNTY
POSITION OPENING ANNOUNCEMENT**

DATE: February 1, 2019

DEPARTMENT: CLERK OF COURTS

POSITION TITLE: DEPUTY CLERK

STATUS: FULL TIME (35 hours per week)

SALARY RANGE: \$11.50 - \$12.50 per hour
(Based on Experience and Qualifications)

DEADLINES: Inside/Outside Applicants: February 11, 2019
(Applications and/or resumes received or postmarked after deadline will not be considered)

QUALIFICATIONS:

- *Pass all pre-employment screening
- *High School Diploma, GED or Equivalent
- *Experience with computers and software
- *Experience dealing with the public
- *Excellent communication and customer service skills
- *Detailed oriented and strong organizational skills

Responsible for processing and filing of court documents, provide service to the public in person and by phone, handling of funds, and data entry. Must be able to multi-task and have strong organizational and customer service skills. Interact well with other staff members and court personnel.

If interested, send completed Application and Resume, either by mail, fax or in person by the deadline to:

**MUSKINGUM COUNTY HUMAN RESOURCES DEPARTMENT
ATTN: PAM DAVIS
401 MAIN STREET
COUNTY COURTHOUSE
ZANESVILLE, OHIO 43701
FAX: 740-588-4300**

EOE