

**Tuscarawas County Clerk of Courts**  
**Legal Division**  
**Position Title: Deputy Clerk**

The Tuscarawas County Clerk of Courts is seeking a full time Deputy Clerk in the Legal Division. An excellent benefits package is offered including health, life & optical insurance, OPERS retirement plan, paid holidays, HSA, Deferred Compensation programs, and vacation, sick, & personal leave time. The salary is \$13.00 per hour or will be commensurate with experience. See attached Position Description.

**How to Apply:**

Individuals interested in applying to this position should submit a cover letter, their completed employment application (found at <https://www.co.tuscarawas.oh.us/wp-content/uploads/2022/06/Employment-Application-CURRENT.pdf>) and an updated resume to:

Tuscarawas County Clerk of Courts  
125 East High Avenue  
P.O. Box 628  
New Philadelphia, Ohio 44663

Or email to:

[stephen@co.tuscarawas.oh.us](mailto:stephen@co.tuscarawas.oh.us)

Applications accepted through August 19, 2022

**Tuscarawas County Clerk of Courts**  
**Position Description**  
**Legal Division**  
**Position Title: Deputy Clerk**

Summary:

To provide clerical support for the efficient operation of the office

Duties:

Clerical tasks – filing, photocopying, scanning, faxing, emailing, processing mail, answering telephone, typing forms and letters, data entry, assisting customers at the counter and on the telephone

Essential Job Functions:

- Maintain court docket
- Maintain electronic and hardcopy filing system
- Perform routine bookkeeping tasks – bill and collect court costs and deposits; balance cash drawer
- Transfer cash and balance money in cash drawer accurately, and make daily bank deposits
- Must have good organizational skills, attention to detail, problem solving etc.
- Other duties as assigned
- Must be dependable and reliable, arrive at work on time and be present during scheduled work hours

Knowledge, Skills and Abilities:

- Knowledge of general office procedures
- Operating office equipment – copier, calculator, telephone, postage machine
- Accurate keyboarding skills
- Skill in the use of computer and associated computer software programs, including, but not limited to Adobe, Microsoft Word, Excel, & Outlook
- Good customer service orientation and team work skills and ability to maintain confidentiality
- Keyboarding skills sufficient to use standard commands, screens, or menus to enter, access, update, and/or manipulate data
- Bookkeeping knowledge and ability to balance funds
- Ability to maintain accuracy in records
- Ability to understand and follow detailed instructions, oral and written

- Ability to communicate effectively both orally and in writing with the general public, financial institutions, attorneys, officials and co-workers
- Knowledge of general office procedures
- Ability to work independently exercising initiative and sound judgment
- Must be able to work under pressure in a businesslike and professional manner
- Ability to adhere to confidentiality standards
- Ability to lift 30 pounds

Qualifications:

- Must have a high school diploma or GED
- Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above
- Must have a valid driver's license
- Must successfully complete a background investigation and drug screen

Benefits:

- Health, life & optical insurance, OPERS Retirement benefits, HSA, Ohio Deferred Compensation Programs, vacation leave, sick leave, personal leave, paid holidays, etc.