



DEPUTY CLERK II

Fairfield County Juvenile & Probate Court is seeking a full time, (40 hour per week) **Deputy Clerk II**. This will be an advanced level Clerk position to include case management, conducting legal and factual research, and full maintenance of case records (physical and electronic). The position works closely and regularly communicates with the public, community partners and key stake holders.

The mission of Fairfield County is to ensure high quality services at an exceptional value to taxpayers. The successful candidate will further the mission of the court and provide exemplary service to internal and external customers. The successful candidate must also follow county and court policies and exhibit a professional demeanor at all times.

A bachelor's degree is preferred, along with paralegal certification or the willingness to obtain certification. The candidate must be able to read, analyze and interpret technical reports and governmental regulations. Along with these criteria, the candidate should have strong administrative writing, organization, scheduling and time management skills. The candidate will be required to be proficient in Microsoft Suite, Adobe, Merge Pro and Case Management Systems.

Salary is dependent upon qualifications and experience with a starting rate of \$15.01 an hour. The typical work schedule for this position is **8:00 a.m. – 4:30 p.m. Monday – Friday**. A full job description may be found at <http://www.co.fairfield.oh.us/humanresources/Employment.htm>.

Applicants should visit <https://mss.co.fairfield.oh.us/AT/> to complete an online application and attach a letter of interest and resume **by Friday, October 20, 2017**. All applications must be submitted online.