

# ACCEPTING RESUMES

<b>Position:</b>	<b>Part-Time Deputy Clerk</b> <b>OhioMeansJobs Post# 3705698</b>
<b>Job Description:</b>	<p>Under the direct, the Deputy Clerk maintains the Court's case information in a computer database, and assists the public with case information. Job responsibilities are as follows but are not limited to: scheduling cases to be hearing in Court and rescheduling as necessary. Enters case dispositions, issues titles and licenses. Reviews and processes applications, filing, notifies attorneys of hearings, issues subpoenas. Complies and processes information for Supreme Court statistics.</p> <p><b>Company/Location:</b> ASHTABULA COUNTY PROBATE COURT / Jefferson, Ohio</p> <p><b>NO. Of Openings:</b> 1</p> <p><b>Open Date:</b> 08/10/18 <b>Close Date:</b> 08/17/18, 4:30 p.m.</p> <p><b>Hours/ Workdays:</b> Part Time</p> <p><b>Hourly Wage Range:</b> Not listed</p> <p><b>Prior to Hire Checks:</b> Background Check, Drug Screen, Driver's License</p>
<b>Desired Skills:</b>	<p>High School Diploma, minimum with two (2) year experience in a clerical position with computer related duties, or an equivalent combination of education, training experience. Must be able to meet bonding requirements as needed. Must comply with the Ashtabula County Drug Free Workplace Policy. Must be dependable and self-motivated. A valid driver's license and motor vehicle are necessary. Applicant must be able to pass background check and drug test. Must be able to comply with the Ashtabula County Vehicle Use policy. An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.</p>
<b>How to apply:</b>	<p><b>Resume are being accepted by USPS or in-person until 4:30 p.m. on August 17th, 2018 at:</b></p> <p>Ashtabula County Probate Court, ATTN: Andrew Misiak, 25 West Jefferson St., Jefferson, OH 44047</p>
<b>Open Date</b> <b>08/8/18</b>  <b>Close Date</b> <b>08/17/18,</b> <b>4:30 p.m.</b>	<p>If you need assistance or have any questions, feel free to contact: OhioMeansJobs Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234 Thank you and best of luck OhioMeansJobs Ashtabula County</p> <p><a href="#">Follow us on twitter</a> <a href="#">Like us on facebook</a></p>