

Tuscarawas County Clerk of Courts  
Title Division

The Tuscarawas County Clerk of Courts Title Division is seeking a full time deputy clerk.

Minimum Qualifications:

- Requires a High School diploma or equivalent
- The ability to use basic mathematics, and collect and record money transactions
- Keyboarding skills sufficient to use standard commands, screens, or menus to enter, access, update, and/or manipulate data

Job Duties:

- Greet the public and provide exceptional customer service
- Validate various legal documents for customers
- Assemble all forms processed during the work shift in preparation for additional processing or filing
- Balance cash drawer at the end of the work shift
- Answer the telephone to respond to customer inquiries
- Other duties as assigned

Testing:

- Drug Screen
- Background check

This position is full time. A benefits package is offered including health insurance, optical insurance, retirement plan, and leave time. The pay is \$11.00 per hour. All applicants must be willing to work Saturdays.

How to Apply:

Submit a cover letter and resume no later than Friday, August 18, 2017 to:

Tuscarawas County Clerk of Courts  
125 East High Avenue  
P.O. Box 628  
New Philadelphia, Ohio 44663  
stephen@co.tuscarawas.oh.us