



Amber Zibritosky

Clerk of Courts

Stow Municipal Court
4400 Courthouse Blvd.
Stow, Ohio 44224
(330) 564-4110

2 Full-Time Deputy Clerk Job Openings

Position Description:

The Stow Clerk of Courts' Office is seeking applications for 2 full-time Deputy Clerk I positions, one in our Civil Division and one in our Criminal/Traffic Division. Deputy clerks provide administrative support to the public, law enforcement, attorneys, and staff at the Stow Municipal Court. Responsibilities include accurately entering data into the Court's case management system, preparing and correctly docketing court records, generating letters, mailings, reports, and creating/implementing court processes in accordance with changing laws and regulations. Deputy clerks must work cooperatively in the assigned division/department and are expected to provide excellent customer service to the public, manage financial transactions, maintain confidentiality, and continuously improve his or her understanding of complex court processes.

Qualifications, Training, and Experience:

The ideal applicant will have an excellent attention to detail, superior organization skills, and the ability to communicate and work well with others in a diverse, fast-paced environment. Applicants must be adept at multi-tasking and comfortable engaging with the public on the phone and in person. Successful deputy clerks will be able to learn and retain complex information quickly. Proficiency with computer applications, including word processing, is required. Previous experience in customer service roles, administrative/clerical positions and experience with data entry systems is desired. Prior experience working in the court system, legal, or insurance industries is preferred, but not required. High school diploma or equivalent is required, in addition to fluency in the English language. Basic arithmetic and business math skills are also required. Candidates must possess honesty and integrity of the highest standard and be able to maintain confidentiality in accordance with all applicable rules and regulations.

Salary and Benefits:

Pay for this entry-level position is **\$17 to \$19 per hour**, depending on the applicant's experience. Excellent medical benefits, access to Employee Assessment Program (EAP), participation in Flexible Saving Accounts, and Deferred Compensation Retirement Accounts are available. All employees pay into the Ohio Public Employee's Retirement System (OPERS). Positions qualify for the Public Service Loan Forgiveness (PSLF) program.

Application:

To apply please submit a resume, list of references, and (optional) cover letter via email to azibritosky@stowmunicourt.com. Applications may also be mailed to the above address or faxed to (330) 564-4114. Applicants must pass a background check and drug test prior to their start date. **Applications will be accepted and interviews will be scheduled on a rolling basis until all positions are filled.**