



WAYNE COUNTY CLERK OF COURTS

AVAILABLE POSTED POSITION

The Clerk of Courts Office has a public service clerical position open for a Legal Document Specialist in the Wayne County Municipal Court office. The posted position is for a Civil Clerk. In addition this position will also include some Criminal/Traffic and Title Clerk duties. This position will be based in the Orrville Office.

Interaction with the public, personally, over the telephone and occasionally by written communication is required. The successful candidate must possess people skills, computer skills, and clerical skills. Work must be performed timely and accurately. It is important to enjoy working with people and to be a team player. Interpersonal interaction involves waiting on customers at the counter as well as interacting with personnel from other court related offices.

Under the county pay classification, the salary range the position for Legal Document Specialist is beginning salary \$10.85 to a maximum salary of \$13.85 per hour.

Benefits include health insurance, dental insurance, optical insurance, life insurance, holiday pay, vacation and sick pay, available after a qualifying period.

Interested candidates should submit applications to Tim Neal, Clerk of Courts, P. O. Box 507, Wooster, Ohio 44691 by **March 17, 2010**.

Dated: March 9, 2010 "WAYNE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER"