

## HENRY COUNTY CLERK OF COMMON PLEAS COURT

KIM STOUFFER

660 N. Perry Street, Suite 302

Napoleon, Ohio 43545

Phone 419/592-5886, FAX 419/592-5888

## EMPLOYMENT OPPORTUNITY

Henry County Clerk of Courts, Legal Division, is accepting resumes for a Deputy Clerk.

**Deputy Clerk – Legal Division** - Full Time Position M-F 8:30-4:30 (35 hours per week)

### **JOB DESCRIPTION:**

(Please see a complete job description and application at [www.henrycountyohio.com](http://www.henrycountyohio.com))

**Requirements:** High School degree or GED. Prefer completion of secondary education with coursework in office practices and procedures, bookkeeping and computer applications or accounting; OR equivalent experience. Prior record keeping experience in a legal office or related field helpful but not required. Computer knowledge including Word, Excel, e-mail and internet required. Demonstrate the ability to prepare and maintain accurate records; operation of standard office equipment, skill in typing, data entry, and customer service.

Salary based upon experience.

- Benefits - Ohio Public Retirement System
- Vacation and Sick Leave accrual
- Paid Holidays
- Health Insurance available

**Application Deadline:** Wednesday May 8, 2019

Please submit resume with application and references to:

- E-mail: [kim.stouffer@henrycountyohio.com](mailto:kim.stouffer@henrycountyohio.com)
- Mail to: Kim Stouffer,  
Henry County Clerk of Courts  
660 N Perry St. Suite 302  
Napoleon, OH 43545