



SHEILA M. BEVINGTON

Geauga County Clerk of Courts

Legal Office
100 Short Court Ste. 300
Chardon, Ohio 44024

Title Office
470 Center St. Bldg. 8
Chardon, Ohio 44024

JOB OPPORTUNITY

Job Title:

Deputy Clerk – Legal Office

Job Overview:

Under the general supervision of the Clerk of Courts, this position will be responsible for accurately inputting case filings into a case management system for the Court of Common Pleas.

This position will be responsible for initiating new cases, processing subsequent filings, issuing service to parties, answering phones, serving the public and/or attorneys on the phone or at the counter.

Qualifications:

The ideal candidate should have customer service skills, be detail oriented, eager to learn and able to multi-task.

Qualified candidates must have broad knowledge of office practices and procedures, computer keyboarding and knowledge of Windows-based computer systems. Legal experience is preferred but not necessary.

Hours: Full-time, 40 hours per week, Monday – Friday 8:00 a.m. to 4:30 p.m.

A resume and completed Geauga County Application should be sent to sbbevington@geaugacourts.org or at the address below:

Sheila M. Bevington, Clerk
100 Short Court, Suite 300
Chardon OH 44024

Compensation: \$15.00 per hour, full-time benefits package after probationary period.