



Court of Common Pleas

# WARREN COUNTY

*Probate - Juvenile Division*

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## POSITION AVAILABLE

JOB TITLE:

Deputy Clerk 1

**\*\*Temporary Position with Possibility of Permanent Position**

DEPARTMENT:

PROBATE COURT

PAY RATE:

\$18.88-\$27.30

SCHEDULED HOURS:

35 HOURS A WEEK

SEE ATTACHED SPECIFICATIONS FOR MINIMUM  
QUALIFICATIONS AND DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF  
TIME NOT LESS THAN FOURTEEN (14) CONSECUTIVE  
CALENDAR DAYS, BEGINNING 11/5/24.

E-MAIL RESUMES TO: Sue.roberts@co.warren.oh.us



**WARREN COUNTY PROBATE COURT**  
**JOSEPH W. KIRBY, JUDGE**  
900 MEMORIAL DRIVE, LEBANON, OHIO 45036

*The Warren County Probate Court began operation in 1835. It holds the distinction of being one of the oldest operating courts in the state. The Probate Court has a specialized jurisdiction, and the Court is oftentimes charged with the responsibility of acting in the public's interest and looking out for those that cannot or will not look out for themselves. It is this philosophy that guides the operation of the Warren County Probate Court.*

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*Would you like to work with a great group of co-workers where you get to help people and families, have job stability, health insurance and retirement? You could have a job where you get 12 holidays off a year and the sick leave even rolls over to the next year if unused.*

*If this is appealing to you, then a rewarding temporary deputy clerk position with the possibility of a permanent position with The Warren County Probate Court may be the right place for you!*

**WARREN COUNTY PROBATE COURT  
DESCRIPTION OF TEMPORARY POSITION WITH  
POSSIBILITY OF PERMANENT POSITION**

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Position Title: **Deputy Clerk 1**

Division: Warren County Probate Court

Reports to: Chief Deputy Clerk

Starting Pay: \$21.74/hr / \$39,566.80/yr

Pay Scale 12 (\$18.88 - \$27.30)

Work Hours: 8:00 a.m. – 4:00 p.m. (M-F)

FLSA: Non-Exempt

Civil Service Status: Unclassified

Employment Status: Full-time

35 hour work week

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**Responsibilities:**

- Assist the public and attorneys
- Process, docket/journalize and scan pleadings
  - Using discretion in summarization and interpretation of information entered into computer databases
- Issue marriage licenses
- Create word documents, reports and forms
- Create files
- Set hearings
- Perform general clerical duties including answering the telephones, filing and typing
- Issue case notices, citations, summonses and subpoenas
- Accounting/Bookkeeping
  - Handle money and credit cards, making case receipts
  - Balance cash drawer and prepare bank deposit daily
- Additional duties as assigned by the Chief Deputy Clerk, Court Administrator or Judge

**Qualifications:**

- High school diploma or equivalent
- Probate work experience desirable but not required
- Applicant may be requested to complete computer skills and assessment tests
- Must be able to successfully complete a pre-employment background check
- Must pass a pre-employment drug screen

**Licensure and Certification:**

- None

**Additional Requirements: Knowledge, Skills and Abilities:**

- Demonstrate regular and predictable attendance
- Conform to the court's policies including the dress code
- Basic knowledge in Microsoft, Excel and Outlook
- Maintain required physical and mental condition to perform duties
- Strong communicate skills, both verbally and in writing

