



**FAITH ANDREWS
LAKE COUNTY CLERK OF COURTS**

--- Legal Office ---
25 North Park Place
Painesville, OH 44077
Phone: 440-350-2657
Fax: 440-350-2958

--- Title Central ---
8804 Mentor Avenue
Mentor, OH 44060
Phone: 440-350-2800
Fax: 440-290-9253

--- Title West ---
30188 Euclid Avenue
Wickliffe, OH 44092
Phone: 440-918-3425
Fax: 440-730-5025

Job Description: Deputy Clerk (Title Division) – Casual Title Clerk

Job Overview: This non-exempt, at-will position shall report to the Clerk of Common Pleas Court through their supervisors at the Title Division. The Title Division has two locations, and Deputy Clerks shall have a primary work location but may be asked to work at either as needs require.

Primary responsibilities for this position are to serve the public at the counter and conduct duplicate, replacement, or transfer of casual title work. Casual Titles are defined as title work involving private individuals. These titles can be serviced via paper, over-the-counter, through regular mail (USPS), or electronic means. This position is also responsible for answering the public title line and working with the public to address their title questions or concerns, and providing a high level of customer service.

Secondary responsibilities include; but are not limited to, supporting other departments upon completion of primary responsibilities, continuing education, and any activities requested by the Clerk of Common Pleas Court or designated supervisors.

Deputy Clerks are also expected to become proficient as a Passport Acceptance Officer during their second year of employment and to maintain this qualification for the duration of their employment.

Individuals are responsible for managing their own cash drawer and ensuring accurate balancing after each day of work.

Qualifications: Must possess high school diploma or G.E.D. with course work or experience in office practices and procedures, basic typing, and/or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Qualified candidates must have broad knowledge of office practices and procedures, keyboarding and knowledge of Windows-based computer systems as well as an aptitude for serving the public. Deputy Clerk and/or title and/or data entry experience are preferred but not necessary. There are moderate physical requirements such as lifting/moving/shifting file boxes (30-50 lbs.) in all weather conditions.

Hours: Full-time, forty (40) hours per week, Monday – Friday, 8:00 AM to 4:30 PM; required overtime on one (1) of every three (3) Saturdays from 8:00 AM to 12:00 PM.

Compensation: Commensurate with experience. Full-time benefits package, including vacation, sick leave, and healthcare. Healthcare benefits begin the first day of the month after thirty (30) days of employment.

Applicants should submit their resumes to Jaclyn DeSimone at Jaclyn.desimone@lakecountyohio.gov Submissions will be reviewed and qualified applicants call for in person interviews.

Email: faith.andrews@lakecountyohio.gov
Website: www.lakecountyohio.gov/coc