



**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: 440-350-2581

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

Job Title:

Deputy Clerk Criminal Department – 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 criminal department.

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

Qualifications:

Must possess high school diploma or G.E.D. with course work or experience in office practices and procedures; basic typing; 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, computer keyboarding and knowledge of Windows-based computer systems. Deputy Clerk and/or legal experience preferred but not necessary.

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

Wage: \$17.50 an hour

Applicants should submit their resumes and [Application](#) to Clerk Andrews' Chief Operations Officer, Jaclyn DeSimone at Jaclyn.desimone@lakecountyohio.gov . Submissions will be reviewed and qualified