

# Title: Deputy Clerk 1

**Agency**

Franklin County Probate Court

**Pay Range**

\$19.59 - \$19.98

**Job Type**

Full-time, Regular, Unclassified

**Closing**

October 31, 2025

**Location**

373 S. High St., 22<sup>nd</sup> floor  
Columbus, Ohio 43215, OH

**Typical Work Hours**

Monday - Friday 8:00 a.m. - 5:00 p.m.

**Probationary Period**

180 Days

**Classification Purpose**

The primary purpose of the Deputy Clerk 1 classification is to perform general clerical work in support of the Probate Court, including receiving, scanning, indexing, and recording court case information and/or legal documents, and providing general information and assistance to staff, attorneys, and the public.

**Job Duties**

Provides general and specific customer service to Probate Court visitors; answers phone calls and e-mails; greets walk-in customers and provides requested information; assists with filing paperwork for birth corrections, delayed births, name changes, and marriage licenses; retrieves requested Probate case files for customers; receives sign-out cards and processes; assists customers with usage of fiche and roll reader printers; re-files fiche when returned.

Receives payments for filings and transactions; receives cash, checks and money orders from attorneys or filers; records related case number and total cost; receives docket deposits and assigns case numbers.

Provides general clerical support as needed; helps customers with genealogy searches; tracks volume and type of court filings; assists with link checking; prepares, audits, and processes documents on E-Filing System.

Effectively communicate in writing and in person with colleagues, law offices, and the public.

Attend workshops and training, as required. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

## **Major Worker Characteristics**

Knowledge of customer service; agency policy and procedures; government structure and process. Skills in office equipment. Ability to establish friendly atmosphere for visitors to the court; handle high volume of inquiries; resolve complaints from angry residents & government officials.

Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Ability to comprehend a variety of forms, reports, correspondence, logs, or other documentation. Ability to comprehend a variety of policies, procedures, manuals, and other reference materials.

Ability to prepare various forms, reports, correspondence, lists, logs, sign-out cards, spreadsheets, errors and mistakes reports, Exemplified Copy of Estate, summons, etc.

Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Ability to communicate with customers, attorneys, supervisor, Chief Deputy Clerk, magistrates, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

## **Minimum Qualifications**

High School diploma or GED with one year of experience in an office or legal environment; or any equivalent combination of education, training and experience.

## **Benefits**

All full-time, permanent Franklin County Probate Court staff receive the following benefits through the Franklin County Cooperative Health Benefits Program after initial period of employment:

- Extensive health benefits, including medical, dental, and vision coverage
- Life insurance coverage for all permanent employees
- Guaranteed 11 paid holidays every year
- A 14 percent employer contribution to OPERS pension plan
- Eligibility for Ohio 457 deferred compensation savings plans
- Potential monetary incentives during annual wellness programs for employees/spouses enrolled in healthcare

See more information regarding benefits we provide at <https://bewell.franklincountyohio.gov/>

## **To Apply:**

Email your resume and cover letter to [gstornik@franklincountyohio.gov](mailto:gstornik@franklincountyohio.gov)

