

Title: Deputy Clerk 3

Agency
Franklin County Probate Court

Pay Rate
\$23.51 per hour

Job Type
Full-time, Regular, Unclassified

Closing
July 6, 2026

Location
373 S. High St., 22nd 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 3, Finance classification is to perform specific work in support of the Probate Court in complex financial functions, including indexing case information, balancing court funds, processing case refunds, processing transactions for county and state offices, and purchasing.

Job Duties

Receives and reconciles a variety of financial transactions; receives cash summaries, computer, marriage, E-filing, checks and check registers, credit/debit transactions, case lists, adoption reports, citation lists, etc. and reconciles with daily summary reports, computer, marriage audit registers, and other reports; verifies details of transactions and agreement of totals in all assigned accounts; and prepares a variety of account reports and distributes to correct departments.

Prepares checks for issuance on attorney and various sundry accounts; finalizes case accounts and processes for close out using close out sheet and issuing refund or additional payment; transfers money from holding accounts; and issues checks for overpays or cases brought from other departments.

Corrects computer docketing and disbursement errors; moves money from one sundry account to another, corrects case numbers, dockets, receipt dates, or other case errors.

Reviews and processes a variety of financial documentation for specific expenditures and accounts; reviews and links custodial expenditure requests and sends for committee approval; enters data for lost heirs, stale dated checks, miscellaneous pay-ins, and other items into appropriate accounts; and prepares necessary worksheets, receipts, correspondence and copies.

Completes weekly and monthly pay-ins to County Treasurer; enters information into MUNIS System to report to County Auditor; prepares end of month balance, summary reports and closed item reports; and processes pay-in checks.

Performs all purchasing for the court, assists with questions regarding e-filing, and answering e-filing help line phones; performs link checking; and trains new staff in policies and procedures as needed.

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 public relations; agency policy and procedures; government structure and process. Skills in office equipment.

Ability to establish friendly atmosphere at the court; handle sensitive inquiries; resolve complaints from residents & government officials.

Ability to perform addition, subtraction, multiplication, and division; to calculate decimals and percentages; to utilize principles of fractions; and to interpret graphs.

Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Ability to comprehend a variety of forms, reports, or other documentation. Ability to comprehend a variety of policies, procedures, manuals, and other reference materials. Ability to prepare various forms, reports, correspondence, publication requests, checklists, Judgment Entry for review and approval, etc.

Ability to communicate with supervisor, attorneys, adoption agencies, co-workers, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Minimum Qualifications

Associate degree in accounting, finance, or related field; with two years of office experience, preferably in a public 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
- Extensive wellness and employee assistance plan coverage for all employees
- Potential monetary incentives during annual wellness programs
- Guaranteed 11 paid holidays every year
- A 14 percent employer contribution to OPERS pension plan
- Eligibility for Ohio 457 deferred compensation savings plans

More information at <https://bewell.franklincountyohio.gov/>

To Apply:

Email your resume and cover letter to gstornik@franklincountyohio.gov