Title: Deputy Clerk 2

Agency
Franklin County Probate Court

Pay Rate
$21.18 per hour

Job Type
Full-time, Regular, Unclassified

Closing
November 20, 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 2 classification is to perform specific clerical work in support of the Probate Court in more complex case types, including indexing and recording court case information and/or legal documents, working with magistrates to implement orders, and providing general information and assistance to staff, attorneys, and the public.

Job Duties

Provides general and specific customer service to Probate Court visitors; responds to phone calls and e-mails; address walk-in customer issues and provides requested information; assists with filing paperwork for estates, guardianship, and other probate case types.

Prepares and processes case filings in various guardianship and estate cases; opens cases for decedent's estates, probate of wills, and/or appointment of trustee; reviews paperwork to ensure documents are in order; determines if bond and/or appraiser is required; appoints estate fiduciaries or trustee; and issues letters of authority; determines associated costs and completes related forms.

Creates and files summons for service on defendants; reviews Civil Clerk queue in e-filing system and determines need for creation of summons; creates, prints, signs scans, and files summons; sends defendants summons by virtual and/or regular certified mail.

Provides general departmental support; responds to internal and external inquiries; prepares, organizes and scans documents; verifies case information on documents; audits scanning for errors; ensures proper preparation and accurate filing; and maintains case file integrity.

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.

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
- 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