



225 E Washington St.
4th Floor
Medina, Ohio 44256

PROBATE COURT:
(330) 725-9703

JUVENILE COURT:
(330) 725-9710

Medina County Court
of Common Pleas,
Probate & Juvenile
Divisions is an Equal
Opportunity Employer

PROBATE AND JUVENILE DIVISIONS MEDINA COUNTY COMMON PLEAS COURT KEVIN W. DUNN, Judge

Immediate Opening: File Clerk

Location: Juvenile Court **Status:** Permanent Part-time

Hours: Monday – Friday 9:00 a.m. to 2:00 p.m. (some flexibility)

Pay: \$16.50 - 18.00/hr. DOE

Open: August 5, 2026 **Closing:** When position is filled

Position Overview

Pull files and re-file daily; maintain order of records rooms. Scan and photocopy documents; post certified and regular mail; create files. Maintain inventory spreadsheet and prepare annual inventory; Liaison for auction items; Prepare items for purchase or disposal, assist public with purchases. Monitor supply levels; maintain order of supply areas; receive supply shipments and disburse to appropriate areas; Place print shop orders; Prepare presentation folders; assist with special projects; Generally assist court staff as needed.

Qualifications

The successful applicant will be proficient in computer operations, and office practices and procedures. Minimum of one year experience with Microsoft Office Word and Excel or equivalents is required. Minimum of one year of responsible clerical experience or equivalent preferred.

How to Apply:

Email cover letter and resume to:

Jennifer A. Moore, Court Administrator
PJCappliations@medinacounty.gov