

JOB POSTING

May 29, 2026

Shelby County Court of Common Pleas - Probate Division
Judge Jeffrey J. Beigel
shelbycoprobate.org

Position Title: Deputy Clerk
Department: Shelby County Probate Court – Clerk’s Office
Hours: Full-time (40 hours/week) 7:30 a.m. to 4:30 p.m. (unpaid hour lunch)
Wages: Commensurate with abilities, experience, and education
Benefits:

- Paid sick, bereavement and personal leave
- Vacation leave after six months of service
- Paid legal holidays
- OPERS pension
- Health insurance (with partial pay by employee)
- Dental/vision insurance (optional/paid by employee)
- Life Insurance (paid policy with optional additional coverage)
- Deferred compensation supplemental retirement program (optional)

Position Role:

A Deputy Clerk performs a high volume of compliance auditing of case documents, data entry, customer service, and various administrative and financial tasks, under the direction and supervision of the Chief Deputy Clerk.

Essential Position Functions:

- Maintain and review case files and documents for conformity with applicable rules, laws and timeframes utilizing Court Checklists
- Perform detailed data entry, compliance tracking, reporting, and statistical recordkeeping
- Provide customer service, fulfill record requests, issue and record marriage licenses, count cash/coin and receipt payments

Minimum Position Qualifications:

- Minimum of one year employment with direct experience handling probate matters, or post-secondary education in probate law or legal studies (with proof of completion), or an equivalent combination
- Knowledge and understanding of legal terminology, Ohio probate law, Rules of Superintendence, Rules of Civil Procedure
- Ability to pass a comprehensive skills assessment and pre-employment background investigation

Knowledge, Skills and Abilities Necessary To Perform Position Duties:

- Strong focus on attentive work ethic, ability to think analytically and multi-task in an environment with frequent interruptions
- Ability to clearly communicate with others and answer repetitive questions
- Concise and accurate typing and writing skills necessary to update a public docket, compose letters, e-mails and basic documents with correct spelling, grammar, and punctuation

Application Instructions:

- Applications and resumes will be accepted until position is filled
- Submit application and resume **in PDF format** to: juvenileprobate@shelbycoprobate.org
- Resume submissions without a completed application will not be considered

Shelby County is an Equal Opportunity Employer/Drug Free Workplace. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Instructions: Please complete this form completely and accurately. Please use a pen and print clearly.

SECTION I – PERSONAL INFORMATION

Name: _____
Last First MI Social Security #

Street Address City State County Zip Code

Home Telephone # Work Telephone #

Are you at least 18 years of age? Yes No

Are you prevented from lawfully becoming employed by this County because of VISA or immigration status? Yes No

Proof of citizenship or immigration status will be required upon employment.

Best time to contact you by phone at: Home _____ Work _____

SECTION II – WORK PREFERENCES

Position(s) applied for Date of Application

Are you applying for: Full-time work Part-time work No preference

Are you interested in:

- Permanent work Intermittent work Temporary work
 Seasonal work No preference

Are you currently on “lay-off” status and subject to recall? Yes No

Minimum salary expectation: _____ Date available to start: _____

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SECTION III – EMPLOYMENT HISTORY
(In chronological order beginning with the most recent):

<p>1.</p> <p>_____</p> <p>Employer's Name</p> <p>_____</p> <p>Street Address/City/State/Zip</p> <p>_____</p> <p>Supervisor's Name</p>	<p>Dates Employed:</p> <p>From: _____</p> <p align="center">Month/Year</p> <p>To: _____</p> <p align="center">Month/Year</p>	<p>Your Job Title:</p> <p>Beginning: _____</p> <p>End: _____</p> <p>Your Salary: _____</p> <p>Beginning: _____</p> <p>End: _____</p>
<p>Describe your duties, responsibilities, equipment operated, etc., for position(s) held:</p> <p>_____</p> <p>_____</p>		
<p>Describe your reason(s) for leaving:</p> <p>_____</p>		
<p>2.</p> <p>_____</p> <p>Employer's Name</p> <p>_____</p> <p>Street Address/City/State/Zip</p> <p>_____</p> <p>Supervisor's Name</p>	<p>Dates Employed:</p> <p>From: _____</p> <p align="center">Month/Year</p> <p>To: _____</p> <p align="center">Month/Year</p>	<p>Your Job Title:</p> <p>Beginning: _____</p> <p>End: _____</p> <p>Your Salary: _____</p> <p>Beginning: _____</p> <p>End: _____</p>
<p>Describe your duties, responsibilities, equipment operated, etc., for position(s) held:</p> <p>_____</p> <p>_____</p>		
<p>Describe your reason(s) for leaving:</p> <p>_____</p>		

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<p>3.</p> <p>_____</p> <p>Employer's Name</p> <p>_____</p> <p>Street Address/City/State/Zip</p> <p>_____</p> <p>Supervisor's Name</p>	<p>Dates Employed:</p> <p>From: _____</p> <p align="center">Month/Year</p> <p>To: _____</p> <p align="center">Month/Year</p>	<p>Your Job Title:</p> <p>Beginning: _____</p> <p>End: _____</p> <p>Your Salary: _____</p> <p>Beginning: _____</p> <p>End: _____</p>
<p>Describe your duties, responsibilities, equipment operated, etc., for position(s) held:</p> <p>_____</p> <p>_____</p>		
<p>Describe your reason(s) for leaving:</p>		
<p>4.</p> <p>_____</p> <p>Employer's Name</p> <p>_____</p> <p>Street Address/City/State/Zip</p> <p>_____</p> <p>Supervisor's Name</p>	<p>Dates Employed:</p> <p>From: _____</p> <p align="center">Month/Year</p> <p>To: _____</p> <p align="center">Month/Year</p>	<p>Your Job Title:</p> <p>Beginning: _____</p> <p>End: _____</p> <p>Your Salary: _____</p> <p>Beginning: _____</p> <p>End: _____</p>
<p>Describe your duties, responsibilities, equipment operated, etc., for position(s) held:</p> <p>_____</p> <p>_____</p>		
<p>Describe your reason(s) for leaving:</p>		

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SECTION IV – EDUCATION AND TRAINING

	Formal Education	College	Technical School
School Name and Location			
Years Completed	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 Above	1 2 3 4 Above
Diploma/Degree/Major			
Other School(s) attended:			
Please describe the courses you took, technical training you received, or skills you have attained which you feel would help you perform the job for which you are applying (e.g., special machines or equipment you operate, hobbies or volunteer work projects which have taught you qualifying skills, etc.):			
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SECTION V – MISCELLANEOUS

(The following information will be used only if it is directly related to the classification/position for which you are applying)

Have you ever been employed in the state or county service of the state of Ohio?

Yes No

If you answered “Yes” to the last question, please explain:

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Have you ever filed an application here before? Yes No

Have you ever been employed here before? Yes No

1. Do you have any commitments (i.e., second job, school, etc.) which might interfere with or adversely affect your employment should we select you for a position? ___ Yes ___ No

If yes, please explain: _____

2. Do you possess a valid driver's license? ___ Yes ___ No
If no, can you obtain one prior to employment? ___ Yes ___ No

3. Are you a resident of Ohio? ___ Yes ___ No
How long? ___ Years ___ Months

SECTION VI – REFERENCES

[Please give the name, address, and phone number of three (3) references not related to you who would know of your skills for this position]:

Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

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PLEASE READ EACH OF THE FOLLOWING PARAGRAPHS CAREFULLY. INDICATE YOUR UNDERSTANDING OF, AND CONSENT TO, THE CONTENTS AND CONDITIONS OF EACH PARAGRAPH BY PLACING YOUR INITIALS AT THE END OF EACH PARAGRAPH. IF YOU HAVE QUESTIONS REGARDING THESE PARAGRAPHS, CONTACT THE EMPLOYER BEFORE INITIALING THE PARAGRAPH.

PLEASE READ CAREFULLY

1. I understand and accept that if I am selected for employment, my employment may be conditioned upon my passing any medical examination that the employer deems necessary to determine whether I can physically perform the essential functions of the position, with reasonable accommodation when necessary. I understand and accept that this may include drug, alcohol, or substance abuse testing.

INITIALS _____

2. If employed, I understand and accept that, depending on the department in which I am applying for employment, I may be required to work evening shifts or night shifts, including weekends and be on call and work mandatory overtime hours.

INITIALS _____

3. I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

INITIALS _____

4. I understand and accept that the employer requires a high degree of integrity and confidentiality of its employees. I also understand and accept that I may need to be fingerprinted. Therefore, I understand and accept that it is necessary for the employer to investigate my background for any criminal or unlawful activity.

INITIALS _____

5. I understand and accept that the Employer utilizes direct deposit as a method of issuing paychecks. I further acknowledge that, as a condition of employment, I will be required to participate in the direct deposit program, if employed.

INITIALS _____

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6. I hereby authorize the employers, schools, and personal references named in this application, to provide information regarding me to the employer. I further authorize the release of personnel, academic, and other records to the employer.

INITIALS _____

7. I AGREE THAT ANY CLAIM OR LAWSUIT RELATING TO MY SERVICE WITH SHELBY COUNTY MUST BE FILED NO MORE THAN SIX (6) MONTHS AFTER THE DATE OF THE EMPLOYMENT ACTION THAT IS THE SUBJECT TO THE CLAIM OR LAWSUIT. I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY.

INITIALS _____

I hereby declare that the information provided by me in this application for employment is true, correct, and complete to the best of my knowledge. I understand that, if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal.

I authorize you to obtain information through contacts with my former employers and references listed above.

I understand this application will remain in the active application file and be considered only for a period of 180 days, after which I must submit a new application if I wish to continue to be considered for employment by Shelby County.

I SOLEMNLY SWEAR THAT ALL OF THE INFORMATION FURNISHED IN THIS EMPLOYMENT APPLICATION IS TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION OF THE INFORMATION PROVIDED MAY LEAD TO WITHDRAWAL OF AN EMPLOYMENT OFFER OR TERMINATION FOLLOWING EMPLOYMENT. I RECOGNIZE THAT MY FUTURE EMPLOYMENT WITH THE EMPLOYER WILL BE JEOPARDIZED IF I ENGAGE IN SUBSTANCE ABUSE, ILLEGAL DRUG USE, OR ALCOHOL ABUSE.

Applicant's Signature

Date

