

*Athens County Court of Common Pleas  
Probate and Juvenile Divisions*

**ZACHARY L. SAUNDERS**  
Judge

**JONATHAN M. PERRIN**  
Probate-Juvenile Magistrate

**LAINA FETHEROLF-ROGERS**  
Juvenile Court Magistrate



**1 South Court Street, Second Floor  
Athens, Ohio 45701**

**Probate : (740)-592-3251  
Fax : (740)-594-2362**

**Juvenile : (740)-592-3256  
Fax : (740)-592-3268**

**JOB OPENING**

The Athens County Juvenile Court is seeking to fill a full-time position of Deputy Clerk. Applicant must be detail oriented; able to work with the public; able to follow instructions; have effective oral and written communication skills; possess good telephone etiquette; must be able to effectively and efficiently manage time and organize workload; basic office and computer skills required; have knowledge of and ability to use office computer software applications; ability to maintain confidential information; and have the ability to do physical activities such as lifting up to 25 pounds.

High school diploma or equivalent is required. Must hold and obtain a valid driver's license. One (1) year of experience in clerical or administration work and/or prior law office preferred, but not required.

The starting range of pay for this position is based on experience and qualifications with full county benefits available. Hours of employment are Monday through Friday, 8 a.m. to 4:00 p.m.

The person selected must undergo and pass a background investigation.

Athens County is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, status as a veteran or any other legally protected status. Athens County affirms its commitment to provide equal employment opportunity as prescribed by the Civil Rights Laws.

Applicants should send a cover letter and resume to Judge Zachary L. Saunders, ATTN: Kelly Post, Athens County Courthouse, 1 South Court Street, 2<sup>nd</sup> Floor, Athens, Ohio 45701. You may also apply by emailing a cover letter and resume to Kelly Post at [kpost@athensoh.org](mailto:kpost@athensoh.org)

Deadline to apply: December 1, 2022