



The Honorable Maryellen O'Shaughnessy

Franklin County Clerk of Courts

Internal and External Job Posting

Job Title: Accounting Clerk (Full-Time, Bargaining Unit)
Division: Office of Fiscal Services
Manager: Elizabeth Rohm
Posting ID: 01-OFS-22
Posting Dates: Tuesday, January 4th, 2022 – Tuesday, January 18th, 2022
Starting Salary: \$15.00 Hourly/ \$31,200.00 Annually

Responsibilities and Duties:

- Performs clerical duties regarding the maintenance of legal documents.
- Prepares detailed analysis of court cost bills for all case types.
- Responds to inquiries and requests for information from the public.
- Maintains communication with various departments and governmental agencies.
- Acts as cashier for payment of copies of records.

Minimum Qualifications:

- A high school diploma and/or any equivalent combination of education, experience, and training.
- Skill in computer operation, typing, and data entry.
- Ability to read, copy, and record figures, and calculate fractions, decimals, and percentages.
- Ability to carry out instructions; deal with problems within a familiar context.
- Must be able to handle cash and meet office balancing standards.
- Must be able to communicate effectively and respond to routine inquiries from public or officials.
- Must be able to develop and maintain effective working relationships.

Vaccination is a requirement for employment.

Visit our application website to create a user account and submit application at
<https://clct.franklincountyohio.gov/employment/>

Healthcare Benefits: Medical, Prescription Drug, Mental Health, Dental, Vision and Life Insurance
Contact: Sonya Thompson Phone: 614-525-4130 Email: slthomps@franklincountyohio.gov

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