

Franklin County Clerk of Courts

Maryellen O’Shaughnessy, Clerk

INTERNAL POSTING

**Job Title: Accounting Clerk (Full-Time, Bargaining Unit)**

Division: Office of Fiscal Services

Manager: Elizabeth Rohm

Job Posting ID: 05-FS-17

Posting Dates: Tues, November 21, 2017 – Tues, November 28, 2017 11:59 pm

Starting Salary: $14.32 Hourly/ $29,785.60 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.

**Please apply online at** [**clerk.franklincountyohio.gov/employment**](file:///%5C%5Cfcdcfs3%5Credirect%5Cjlbelche%5CMy%20Documents%5CJob%20Postings%5Cclerk.franklincountyohio.gov%5Cemployment)

Salary Range: $14.32 - $18.62 Hourly/ $29,785.60 - $38,729.60

Healthcare Benefits: Medical, Prescription Drug, Mental Health, Dental, Vision and Life Insurance

Contact: Jamie Belcher Phone: 614-525-4130 Email: jamiebelcher@franklincountyohio.gov

**EOE**