

## **HURON COUNTY CLERK OF COURTS**

### **JOB POSTING**

#### **Temporary File Clerk**

*Huron County Clerk of Courts* is currently hiring a part-time, Temporary File Clerk. If interested submit an Employment Application to Lara Hozalski, Deputy Director of Human Resources, 12 E. Main Street, Suite 513, Norwalk, Ohio 44857 or [hrdirector@huroncounty-oh.gov](mailto:hrdirector@huroncounty-oh.gov).

Brief description and requirements:

Under the direction of the Huron County Clerk of Courts this position would be responsible for moving, organizing chronologically, and ensuring proper storage of confidential court files.

Position Requirements: High School Diploma or equivalent. Ability to maintain confidentiality and ensure accuracy of file organization. Must be able to lift thirty (30) plus pounds and perform physical labor.

Starting Wage: \$12/ hour up to a maximum of 50 hours.

You can find our application at: <https://www.hccommissioners.com/employment-opportunities/>.

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