



Deputy Court Clerk

Municipal Court

The City of Lebanon Municipal Court is seeking to fill the position of Deputy Court Clerk. Primary responsibilities will involve data entry and customer service. Essential required knowledge, skills, and abilities include: Ability to work independently but also as part of a team; exceptional customer service skills for a diverse population; effective decision-making and critical thinking; excellent initiative and a constant willingness to learn; basic clerical skills including but not limited to accurate data entry and filing; strong attention to detail and thoroughness; ability to maintain a cool demeanor in tense or stressful situations; ability to maintain confidentiality; strong multi-tasking skills; knowledge of basic office skills and technology. This is a fast-paced environment with very little downtime. Preference given to those with previous court experience and knowledge. Qualified candidates must be at least 18 years of age and have a valid Ohio driver's license. High school diploma or equivalent required. Pay range starts at \$19.24 per hour, with consideration for experience.

The City offers excellent benefits and retirement. Applications may be obtained at the Lebanon City Building, 50 S. Broadway, Lebanon, OH 45036, or downloaded from our website at www.lebanonohio.gov and returned to the Personnel Dept. Completed applications must be received no later than 4:00 p.m. May 10, 2024. EOE