



# Sheila M. Bevington

Geauga County Clerk of Courts

**Legal Office** | 100 Short Court Street Ste. 300 | Chardon OH 44024 | 440-279-1960

**Title Office** | 12611 Ravenwood Drive Ste. 100 | Chardon OH 44024 | 440-279-1750

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## EMPLOYMENT OPPORTUNITY

### **Job Title:**

Deputy Clerk / Billing / Financial – Legal Office

### **Job Responsibilities:**

Under the general supervision of the Clerk of Courts

- Billing court cases
- Prepare bank deposits, accept payments and balance cash drawer
- Assist bookkeeper with monthly, quarterly and yearly balancing/reconciling and reports
- Process criminal filings
- Answer phones
- Assist the public, attorneys and court staff with questions
- Any other duties as directed by the Clerk of Courts

The main function of this position will be billing, processing payments and assisting the bookkeeper.

Ensure compliance with office procedures, as well as county and state.

### **Qualifications:**

- High school diploma or equivalent
- Detail oriented
- Exceptional customer service
- One year of bookkeeping or billing experience is preferred
- Experience with Microsoft Office and Adobe
- Experience with CourtView case management system is preferred but not required

### **Compensation:**

Starting salary is expected to be \$35,000 to \$42,000 depending on experience and qualifications.

**Hours:** Full-time, 40 hours per week, Monday – Friday 8:00 a.m. to 4:30 p.m.

A resume and completed [Gauga County Application](#) should be sent to: Sheila M. Bevington, Clerk of Courts, 100 Short Court, Suite 300, Chardon OH 44024 or [smbevington@geaugacourts.org](mailto:smbevington@geaugacourts.org)