CARL DIFRANCO
LAKE COUNTY CLERK OF COURTS

--- Legal Office ---
25 North Park Place
Painesville, OH 44077
Phone: 440-350-2657
Fax: 440-350-2958

--- Title Central ---
8804 Mentor Avenue
Mentor, OH 44060
Phone: 440-350-2800
Fax: 440-350-2581

--- Title West ---
30188 Euclid Avenue
Wickliffe, OH 44092
Phone: 440-918-3425
Fax: 440-350-2582

Job Description: Deputy Clerk (Title Division) at Title Mentor – Casual Title Clerk

Job Overview: This non-exempt, at-will position reports to the Lake County Clerk of Courts through the Title Division supervisors. The Title Division operates two office locations. Deputy Clerks are assigned a primary work location but may be required to work at either location as operational needs dictate.

The primary responsibility of this position is to provide customer service at the public counter by processing duplicate, replacement, and transfer title transactions involving **casual titles**. Casual titles are defined as title transactions involving private individuals. These transactions may be completed through paper applications, over-the-counter service, regular mail (USPS), or electronic submission.

Additional primary responsibilities include answering the public title phone line, assisting customers with title-related questions and concerns, and providing courteous, accurate, and professional customer service.

Secondary responsibilities include, but are not limited to:

- Assisting other departments after primary responsibilities have been completed.
- Participating in continuing education and required training.
- Performing other duties as assigned by the Lake County Clerk of Courts or designated supervisors.

Deputy Clerks are required to obtain certification as Passport Acceptance Officers during their second year of employment, or sooner, and must maintain that certification throughout their employment.

Employees are responsible for managing their assigned cash drawer and ensuring it balances accurately at the end of each workday.

Qualifications:

- High school diploma or G.E.D. required.
- Coursework or experience in office practices and procedures, basic keyboarding, or an equivalent combination of education, training, and experience that provides the necessary knowledge, skills, and abilities.
- Knowledge of general office procedures, keyboarding, and Windows-based computer systems.
- Strong customer service skills and the ability to work effectively with the public.
- Previous experience as a Deputy Clerk, in title processing, or in data entry is preferred but not required.
- Ability to perform moderate physical duties, including lifting, moving, and shifting file boxes weighing approximately 30–50 pounds, in various weather conditions.
- Must be able to read and accurately interpret cursive handwriting and handwritten records.

Hours:

Full-time, forty (40) hours per week.

- Monday through Friday: **8:00 a.m. – 4:30 p.m.**
- Required overtime one (1) Saturday out of every three (3), from **8:00 a.m. – 12:00 p.m.**

Compensation & Benefits:

- Starting pay: **$20.50 per hour**
- Comprehensive full-time benefits package, including:
    - Medical insurance
    - Vacation leave
    - Sick leave
    - Other county benefits as applicable

Healthcare coverage becomes effective on the first day of the month following thirty (30) days of employment.

Applicants should submit their resume and completed application to Helena Wheeler @ hwheeler@lakecountyohio.gov
Submissions will be reviewed and qualified applicants will be called for in person interviews.