

Deputy Clerk-Probate Court

The Monroe County Probate Court is accepting applications for the position of **Deputy Clerk**.

This position performs a variety of routine clerical and administrative duties in support of the Court, including but not limited to:

- Answering telephones and assisting patrons in person
- Processing incoming and outgoing mail
- Preparing and making deposits
- Processing firearm licenses and marriage licenses
- Processing estates and guardianships for adults and minors
- Entering traffic violations
- Preparing various court-issued documents, forms, and applications

Qualifications & Skills:

- Strong organizational skills and attention to detail
- Excellent customer service and communication skills
- Ability to maintain confidentiality and handle sensitive information
- Ability to work professionally with the public, attorneys, and other court staff

Compensation:

- Starting salary: **\$17.32 per hour**

How to Apply:

Applications will be accepted **until the position is filled**.

Applications are available online at the Monroe County website:

Visit www.Monroecoga.org and click on:

“Departments” → “Human Resources” → “Employment Applications”

Paper applications may also be picked up at:

Monroe County Commission Office

38 West Main Street

Hours: 8:00 a.m. – 5:00 p.m.

Completed applications must be **dropped off in person** at:

Monroe County Probate Court Office

1 Courthouse Square

Monroe County is a **Drug Free Workplace** and an **Equal Opportunity Employer**.