



# 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  
courts.geauga.oh.gov | smbevington@geaugacourts.org

## EMPLOYMENT OPPORTUNITY

### **Job Title:**

Deputy Clerk – Title Office

### **Job Overview:**

Under the supervision of the Title Supervisor and the Clerk of Courts, this position will be responsible for accurately processing and issuing motor vehicle titles. Noting liens on titles, release of liens, collection of taxes and fees. Processing passport applications and daily balancing of a cash drawer.

Any other duties as directed by the Title Supervisor or Clerk of Courts.

### **Qualifications:**

The ideal candidate should have strong customer service skills, be detail oriented, eager to learn and able to multi-task.

Qualified candidates must have broad knowledge of office practices and procedures

**Compensation:** \$34,320 - \$39,000 starting wage, full-time benefits package after probationary period.

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

A resume and completed Geauga County Application should be sent to [smbevington@geaugacourts.org](mailto:smbevington@geaugacourts.org) or at the address below:

Sheila M. Bevington, Clerk  
100 Short Court, Suite 300  
Chardon OH 44024