The Mount Vernon Municipal Court is accepting applications for Clerk of Court, a full-time position with full benefits. The Clerk is a member of the Judge’s personal staff. The Clerk manages the administrative functions of the Court and Clerk’s Office. The Clerk is responsible for personnel management, facilities, budgeting, fiscal administration, case flow management, jury utilization, and computer operations. Minimum qualifications include a Bachelor’s Degree; excellent written and oral communication skills; the ability to perform complex mathematical analyses; in depth knowledge of the law; bookkeeping and accounting experience; and computer skills. Management experience in the legal, judicial, or government field is required. Email cover letter, resume and references to [bailiff@mountvernonohio.org](mailto:bailiff@mountvernonohio.org) Attn: Judge Thatcher, no later than **October 15, 2020 at 4 p.m.**