# WARREN COUNTY CLERK OF COURTS POSITION DESCRIPTION

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Position Title: Deputy Clerk of Court Department: Clerk of Courts-Common Pleas Div

Reports To: Clerk of Courts FLSA Status: Non-exempt

James L. Spaeth Civil Service Status: Unclassified

ORC 124.11,A (10)

Pay Range: Min. hourly \$19.58 - \$23.00 w/experience Employment Status: Full-time 180 Days Lunch: ½ hr. Unpaid

Work Hours: 8:00 am to 4:30 pm Monday – Friday (40 hrs/wk)

## **JOB RESPONSIBILITIES:**

Under general supervision, performs accurate data entry of case filings onto the docket of the case management system, issues receipts for bonds, fines, costs and all monies received, performs clerical filing functions, interacts with the public, and other county departmental staff in an efficient and professional manner. Some experience is helpful.

**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Completion of secondary education and demonstrable skills in computer data entry, basic knowledge of office practices / procedures and general bookkeeping; ability to understand and follow written and oral instructions.

## LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License

#### **ESSENTIAL FUNCTIONS:**

- 1. Perform computer data entry duties of filings in civil, domestic relations, domestic violence and civil stalking cases as assigned, ensuring documentation is complete and complex records are maintained accurately.
- 2. Issue receipts for bonds, fines, costs and all monies received.
- 3. Administer oaths, take and certify affidavits, depositions and acknowledgements.
- 4. Perform miscellaneous clerical filing duties as assigned.
- 5. Receive incoming phone calls and refer to appropriate personnel.
- 6. Interact with other employees in Clerk's office and other county departmental staff on daily basis for smooth, efficient, and effective operation of offices.
- 7. Acknowledge in a courteous and helpful manner the general public, visitors, and official personnel.
- 8. Demonstrate initiative in assistance in all areas of the division when needed, after assigned tasks are completed.

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9. Perform other duties as assigned by supervisor.

#### OTHER DUTIES AND RESPONSIBILITIES:

- 1. Possess basic accounting skills in order to balance cash drawer.
- 2. Ability to comprehend Court rules, procedures, and the Ohio Revised Code.
- 3. Ability to work without constant supervision.
- 4. Demonstrate regular and predictable attendance.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of: County policies and procedures; departmental policies and procedures; criminal justice system; correct spelling, grammar, and punctuation; data processing procedures and equipment; office practices and procedures; public relations.

Ability to: interpret policies, procedures, and regulations; communicate effectively; maintain accurate records; interpret a variety of instructions; add, subtract, multiply and divide whole numbers; develop and maintain effective working relationships with associates, supervisors and government officials and the general public; maintain confidentiality pertaining to the Court and office; answer routine inquiries from government officials and the general public.

Skill in: keyboarding and use of computer, copier, scanner and other office equipment.

Please send resumé and/or Warren County application\* to:

James L. Spaeth Clerk of Courts Common Pleas Division P.O. Box 238 Lebanon, OH 45036

or

email to: <u>James.Spaeth@co.warren.oh.us</u>

**Use Subject Line: Common Pleas Opening** 

Opening is immediate and compensation is dependent on Court or Office experience.

\*Link to application: https://www.co.warren.oh.us/Jobs/Default.aspx under Application Process