



**Ashland County Clerk of Courts**  
**142 West Second Street, Ashland, Ohio 44805**  
***An Equal Opportunity Employer***

**POSITION DESCRIPTION**

**Job Title:** Deputy Clerk – Legal Division  
**Department:** Clerk of Courts  
**Immediate Supervisor:** Clerk of Courts  
**Positions Supervised:** None

**JOB RESPONSIBILITIES:**

Under general supervision, the deputy clerk maintains the department files and records, processes legal documents and assists the public in the Legal Division. The processes in this office are primarily electronic.

**QUALIFICATIONS:**

High school diploma and a minimum of six months' experience in an office setting or an equivalent combination of education, training, and experience required. Legal experience/ terminology preferred.

**WORKING CONDITIONS:**

Hours of operation are Monday through Friday, 8:00 am until 4:00 pm (35-hour work week). Lifting up to 25 pounds may be necessary at times.

**KNOWLEDGE:**

Employee will be required to know:

- Filing procedures
- Office practices and procedures
- Bookkeeping and accounting procedures
- Word processing software

Employee will be required to learn:

- County and Division policies and procedures\*
- Case docketing\* Criminal and Civil law procedures\*
- Computer database software\*

**SKILLS AND ABILITIES REQUIRED:**

- Interact and respond appropriately to the public
- Plan, schedule and organize work
- Communicate effectively in written and oral form
- Perform basic research of records and the Ohio Revised Code (ORC)
- Maintain accurate records

- Calculate fractions, decimals and percentages
- Present a positive image to the public
- Maintain confidentiality
- Operate a computer and office machines; accuracy and efficiency in keyboarding
- Develop and maintain effective working relations with supervisor and co-workers, court staff and staff from other agencies

**ILLUSTRATIVE DUTIES:**

- Receive and process documents for civil, criminal and court of appeals cases
- Review filings to ensure proper service of parties; notifies all parties of actions filed
- Enter, date stamp and process daily filings
- Index, record and file all case documentation
- Issue orders, notices and other court documents
- Prepare and issue cost bills
- Receive cash payments
- Reconcile cash drawer and balance daily; make daily deposits
- Reconcile bank statement monthly
- Issue refunds and reimbursements, as necessary
- Prepare monthly county and state reports on all accounts
- Compile and processes information for year-end fiscal reports
- Assist with preparation for annual state audit
- Program the distribution of fines, costs, etc., by jurisdiction
- Attend meetings as requested, maintaining and increasing knowledge
- Perform duties of Clerk of Courts, as required
- Perform additional duties and assignments, as requested
- Answers inquiries from general public, attorneys, court officials and law enforcement representatives
- Research records as needed
- Assists with operating, maintaining and monitoring computer system, corresponding with software vendors as needed
- Compiles information

**Any individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.**

---

Employee Signature

Resumes may be sent to Clerk of Courts, ATTN: Clerk, 142 W. Second Street, Ashland, OH 44805. Job application forms may be obtained at the same address or by calling (419) 282-4242.