

# ASHLAND COUNTY COURT OF COMMON PLEAS PROBATE JUVENILE COURT

Ashland, Ohio 44805

(419)282-4284

## EMPLOYMENT OPPORTUNITY

Ashland County Court of Common Pleas Probate Juvenile Court has an immediate need to hire a person for the following position in our Clerk's Office.

**Probate-Juvenile Clerk** – Full time position/ wage is commensurate with experience.

**Hours:** Monday – Friday 8:00 a.m. – 4:00 p.m.

**Remit Resume:** Ashland County Juvenile Probate Court ATTN: Regina Theisen 142 West 2<sup>nd</sup> Street. Ashland, Ohio 44805

**Benefits** -Ashland County offers a benefits package that offers but not limited to: health, prescription, vision, dental, and life insurance; earned vacation, and sick leave, twelve paid holidays. Court employees are members of the Ohio Public Employees Retirement System (OPERS), which provides retirement, disability, and survivor benefits for public employees. Employees contribute to OPERS by paying the required employee share. Since Court employees are members of OPERS, they also do not have any Social Security taxes withheld from their pay.

### **Please Note:**

- High School diploma with experience performing various clerical tasks. Vocational/Business school training with an emphasis on governmental regulations and/or court systems preferred.
- Solid computer knowledge required (Microsoft Office products).
- Conditions of employment include passing of a Background Check and a Drug & Alcohol Tests.

**Summary:** Responsible to the Court Administrator for accurate, timely performance of a variety of both routine and difficult clerical tasks associated with the operation of the Ashland County Court of Common Pleas Probate Juvenile Court.

**Essential Duties and Responsibilities** include, but not limited to, other duties may be required and assigned.

- Greets visitors, answers telephone calls, assists individuals at the counter.
- Receives monies and issues receipts.
- Maintain files and Court Dockets for pending and finished cases.
- File pleadings from attorneys, individuals and other government agencies.
- Issues notices, summons, warrants on complaints, bench warrants, subpoenas, etc.
- Avoid errors in work causing inaccuracies in reports, records or technical data resulting in inaccurate or incomplete information causing delays in hearings.

### **Qualifications:**

- High school diploma required with training or experience performing all types of clerical tasks. Vocational/Business school training with an emphasis on governmental regulations and/or court systems preferred. Any combination of experience and training that provides the required knowledge, skill and ability may be considered.
- Ability to read and interpret documents such as operating and maintenance instructions, procedure manuals and government regulations; read, comprehend and record figures accurately; communicate effectively, both written and orally.
- Ability to add, subtract, multiply and divide; count money and make change.
- Ability to deal with problems involving several variables; ability to deal with difficult customers; ability to understand and follow complex oral and written instructions.
- Should have knowledge of Microsoft Office products such as Excel and Word; the Internet; ability to learn the Court's Case Management system (on-the-job training).
- Knowledge of legal terminology, Court policies and procedures and the Ohio Revised Code preferred.
- Skill in the use of all types of office equipment, including, but not limited to: personal computer, calculator, printer, copier, fax machine, credit card terminal, etc.
- Ability to handle sensitive/confidential inquiries from agency officials, attorneys and the public.
- Ability to deal with the public in stressful situations on the telephone and/or in person.
- Ability to work with little supervision and solve problems independently.
- Ability to work with speed and accuracy in a fast-paced environment with numerous interruptions.
- Professional appearance and demeanor appropriate for the position and the work environment expected of a representative of the Court.
- Demonstrated dependability, reliability, and excellent attendance record.
- The employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear; occasionally required to stoop, kneel, crouch or crawl; must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, color and peripheral vision; depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees of the Court are at-will employees and serve at the pleasure of the Court. The Court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status, or genetic information.