



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

POSITION DESCRIPTION

| | |
|------------------------------|-------------------------------|
| Job Legal: | Deputy Clerk – Legal |
| Department: | Clerk of Courts, Legal Office |
| Immediate Supervisor: | Clerk of Courts |
| Positions Supervised: | None |

JOB RESPONSIBILITIES:

Under general supervision, the Deputy Clerk – Legal maintains the department files and records, processes legal documents and assists the public, as required.

QUALIFICATIONS:

High school diploma and a minimum of six month's experience in an office setting or an equivalent combination of education, training, and experience required.

WORKING CONDITIONS:

The Deputy Clerk – Legal may be required to work a flexible schedule including evenings or weekends. Lifting of up to 25 pounds may be necessary at times.

KNOWLEDGE OF:

Employee will be required to know:

- County and Department policies and procedures*
- Case docketing*
- Filing procedures
- Criminal and Civil law procedures*
- Office practices and procedures
- Bookkeeping and accounting procedures
- Word processing software
- 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
- 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
- Swears in jurors as needed

- Assists with operating, maintaining and monitoring computer system, corresponding with software vendors as needed
- Compiles information
- Clerical
 - Answers the telephone, responds to questions, directs calls and takes messages
 - Responds to emails
 - Prepares correspondence and reports
 - Photocopies materials

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

Are you able to perform the essential functions of the job(s) for which you are applying with or without reasonable accommodation? (Should there be a question, please refer to the job description.) Yes No

If no, please explain: _____

Have you ever been dismissed from or asked to resign from any employment position? Yes No

If yes, please explain: _____

Driver's License: Yes No Number: _____ State _____ Class: _____

Please answer the following:

Has your driver's license been suspended or revoked within the last three (3) years? Yes No

Have you had any traffic violations in the past three (3) years? Yes No

If yes, please list:

Offense

Approximate Date/Year

| <u>Offense</u> | <u>Approximate Date/Year</u> |
|-----------------------|-------------------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

If employed, why do you wish to leave your present employer? _____

May we contact your present employer for a reference? Yes No

Describe briefly the type of work which you are best qualified to do by reason of background, education, previous employment or training and tell why you feel qualified for the position(s) for which you are applying: _____

List professional organization memberships and offices held, excluding those which would indicate race, color, religion, sex, age, national origin, political affiliation, disability and/or ancestry: _____

PERSONAL REFERENCES

Other than former employers and relatives.

| NAME | ADDRESS AND TELEPHONE | OCCUPATION |
|------|-----------------------|------------|
| 1. | | |
| 2. | | |
| 3. | | |

EMPLOYMENT DATA

List all previous employment for the last ten years in chronological order, last position first, including U. S. Military. Attach additional pages if needed or resume if desired.

| | | |
|--|----------------|---------------|
| Employer: | | Telephone: |
| Address: | | Final salary: |
| Dates employed From: to: | Position held: | Supervisor: |
| Reason for leaving: | | |
| Employer: | | Telephone: |
| Address: | | Final salary: |
| Dates employed From: to: | Position held: | Supervisor: |
| Reason for leaving: | | |
| Employer: | | Telephone: |
| Address: | | Final salary: |
| Dates employed From: to: | Position held: | Supervisor: |
| Reason for leaving: | | |

Applicants for employment with the Ashland County Clerk of Courts are evaluated and selected on the basis of individual merit and ability with respect to the position being filled. Applicants are selected and hired without consideration of race, color, religion, sex, age, national origin, political affiliation, disability or ancestry.

CERTIFICATION

I certify that all information contained in this application is true, complete and correct to the best of my knowledge. I understand that any material omission, misrepresentation or falsification of this information is grounds for dismissal from or refusal of employment. I hereby authorize the investigation of all statements contained in this application and give permission to contact all or any of my previous employers, references and/or schools for information unless otherwise noted in this document. I also give my consent to contact the Bureau of Motor Vehicles for a Moving Vehicle Violation Report if such information is required to perform the duties of the position. I indemnify and hold harmless all persons either providing or receiving information, verbal or written, pursuant to this application.

Applicant's signature

Date