

POSITION AVAILABLE

JOB TITLE:

Deputy Clerk 1

**Temporary Position with Possibility of Permanent Position

DEPARTMENT:

PROBATE COURT

PAY RATE:

\$18.88-\$27.30

SCHEDULED HOURS:

35 HOURS A WEEK

SEE ATTACHED SPECIFICATIONS FOR MINIUMUM OUALIFICATIONS AND DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN FOURTEEN (14) CONSECUTIVE
CALENDAR DAYS, BEGINNING 11/5/24.

<u>E-MAIL RESUMES TO</u>: Sue.roberts@co.warren.oh.us



WARREN COUNTY PROBATE COURT JOSEPH W. KIRBY, JUDGE

900 MEMORIAL DRIVE, LEBANON, OHIO 45036

The Warren County Probate Court began operation in 1835. It holds the distinction of being one of the oldest operating courts in the state. The Probate Court has a specialized jurisdiction, and the Court is oftentimes charged with the responsibility of acting in the public's interest and looking out for those that cannot or will not look out for themselves. It is this philosophy that guides the operation of the Warren County Probate Court.

Would you like to work with a great group of co-workers where you get to help people and families, have job stability, heath insurance and retirement? You could have a job where you get 12 holidays off a year and the sick leave even rolls over to the next year if unused.

If this is appealing to you, then a rewarding temporary deputy clerk position with the possibility of a permanent position with The Warren County Probate Court may be the right place for you!

WARREN COUNTY PROBATE COURT DESCRIPTION OF TEMPORARY POSITION WITH POSSIBILITY OF PERMANENT POSITION

Position Title: Deputy Clerk 1

Division: Warren County Probate Court

Reports to: Chief Deputy Clerk

Starting Pay: \$21.74/hr / \$39,566.80/yr

Pay Scale 12 (\$18.88 - \$27.30)

Work Hours: 8:00 a.m. - 4:00 p.m. (M-F)

FLSA: Non-Exempt

Civil Service Status: Unclassified Employment Status: Full-time

35 hour work week

Responsibilities:

- Assist the public and attorneys
- Process, docket/journalize and scan pleadings
 - Using discretion in summarization and interpretation of information entered into computer databases
- Issue marriage licenses
- Create word documents, reports and forms
- Create files
- Set hearings
- Perform general clerical duties including answering the telephones, filing and typing
- Issue case notices, citations, summonses and subpoenas
- · Accounting/Bookkeeping
 - o Handle money and credit cards, making case receipts
 - o Balance cash drawer and prepare bank deposit daily
- Additional duties as assigned by the Chief Deputy Clerk, Court Administrator or Judge

Qualifications:

- High school diploma or equivalent
- Probate work experience desirable but not required
- Applicant may be requested to complete computer skills and assessment tests
- Must be able to successfully complete a pre-employment background check
- Must pass a pre-employment drug screen

Licensure and Certification:

None

Additional Requirements: Knowledge, Skills and Abilities:

- Demonstrate regular and predictable attendance
- Conform to the court's policies including the dress code
- Basic knowledge in Microsoft, Excel and Outlook
- Maintain required physical and mental condition to perform duties
- Strong communicate skills, both verbally and in writing

- Ability to multi-task
- Demonstrate use of good judgment.
- Develop and maintain effective working relationships with co-workers, attorneys and general public

Skills developed after employment:

- Knowledge of: Court policies, procedures and regulations
- Probate Court record keeping procedures
- Use of Henschen database

Equipment Operated:

- Computer
- Scanner
- Printer
- Telephone
- Calculator
- Copier
- Fax machine
- Time stamp
- Postage machine
- Scanpro

Positions Supervised:

None

This posting in no manner states or implies that these are the only duties and responsibilities which may be performed by the employee. The employee will be required to follow the instructions and perform duties required by the Chief Deputy Clerk, Court Administrator and Judge.

I understand and will perform to the best of my ability, the job duties and requirements. specified in this position description.

I understand that successful completion of the introductory period of employment does not confer rights
to continued employment with the court.

Department Head	Date	Employee's Signature	Date
Court Administrator	Date		