

POSITION ANNOUNCEMENT

Butler County Court of Common Pleas
Juvenile Division

CLASSIFICATION TITLE: Deputy Clerk – Records Clerk

POSTING DATE	November 26, 2019	APPLICATION DEADLINE	Until Position Is Filled
FLSA STATUS	Unclassified, Non-Exempt	REPORTS TO	Clerk Services Supervisor
DEPARTMENT	Clerk Services	WORK SCHEDULE	40 hour work week Monday – Friday 7:30 a.m. – 4:30 p.m. 1 hour unpaid lunch
EMPLOYMENT STATUS	Full-Time Employee	BENEFITS	Eligible
SALARY	\$ 25,532.00 annually \$ 12.28 hourly		

DISTINGUISHING JOB CHARACTERISTICS

The Records Clerk is responsible for efficiently scanning documents, maintaining the filing of paperwork, family files and official files in both file room locations. The Records Clerk is responsible for locating and securing the official and family files for scheduled court hearings and when requested by court personnel. The Records Clerk will promptly assist court personnel, attorneys and county professionals by displaying a helpful demeanor while instituting confidentiality guidelines specified by Juvenile Court. **All employees of Juvenile Court are required to treat all co-workers, professionals, and/or the public with quality, dignity and respect.**

MINIMUM QUALIFICATIONS

Valid Ohio driver's license
High School diploma required
Satisfactory background checks
Type 40 w.p.m.
Grammar and Spelling skills
Ability to maintain confidentiality
Possible light to moderate lifting (1 - 75lbs)

**A letter of interest, along with a résumé must be submitted to
Tim Myers, Information & Administrative Services Mgr., 280 N. Fair Avenue,
Hamilton, OH 45011. This information may also be faxed to 513-887-5592. An
application may be picked up at the Receptionist's window of the Juvenile Court.**

Butler County is an Equal Opportunity Employer

Pursuant to the Americans with Disabilities Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, Butler County Juvenile Court will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties. Any request for such an accommodation must be made at the time that the interview or other job-selection procedure is scheduled.