

# POSITION ANNOUNCEMENT

Butler County Court of Common Pleas  
Juvenile Division

**CLASSIFICATION TITLE: Deputy Clerk - CSEA**

<b>POSTING DATE</b>	December 4, 2018	<b>APPLICATION DEADLINE</b>	UNTIL POSITION IS FILLED
<b>FLSA STATUS</b>	Unclassified, Non-Exempt	<b>REPORTS TO</b>	Clerk Supervisor
<b>DEPARTMENT</b>	Clerk Services	<b>WORK SCHEDULE</b>	40 hours per week
<b>EMPLOYMENT STATUS</b>	Full-Time Employee		Monday – Friday
<b>BENEFITS</b>	Eligible		7:30 a.m. – 4:30 p.m. or 8:00 a.m. – 5:00 p.m.
<b>SALARY</b>	\$ 27,664.00 Annual \$ 13.30 Hourly		1 hour unpaid lunch

## DISTINGUISHING JOB CHARACTERISTICS

The Deputy Clerk - CSEA is responsible for, but not limited to: initiating and maintaining all Paternity and Support cases filed in Juvenile Court, processing service requests, creating cases and inputting motions in JCS for custody and visitation cases, accepting and maintaining all filings and/or motions on existing cases, issuing service for contempt charges, bench warrants and matters as specified by a court order, delivering documents and deposits to appropriate businesses and /or agencies, following and completing all procedures relating to the Deputy Clerk - CSEA position, and performing miscellaneous duties such as answering phones and assisting the public and professionals with questions relating to Juvenile Court. The Deputy Clerk - CSEA will assist in other areas of the court as directed by Supervisor. **All employees of Juvenile Court are required to treat all co-workers, professionals, and/or the public with 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.