

POSITION ANNOUNCEMENT
Butler County Court of Common Pleas
Juvenile Division

CLASSIFICATION TITLE: Deputy Clerk – Case Aide

POSTING DATE	November 26, 2019	APPLICATION DEADLINE	Until Position Is Filled
FLSA STATUS	Unclassified, Non-Exempt	REPORTS TO	Clerk Supervisor
DEPARTMENT	Clerk Services	WORK SCHEDULE	40 hours per week
EMPLOYMENT STATUS	Full-Time Employee		Monday – Friday
BENEFITS	Eligible		7:30 a.m. – 4:30 p.m. OR 8:00 a.m. – 5:00 p.m.
SALARY	\$ 27,664.00 Annual \$ 13.30 Hourly		1 hour unpaid lunch

DISTINGUISHING JOB CHARACTERISTICS

The Deputy Clerk – Case Aide shall initiate and create Juvenile Civil Protection, custody, visitation and A.N.D., delinquency, truancy and adult case types in JCS. The Deputy Clerk – Case Aide shall assist with processing the juvenile civil protection cases, truancy, and delinquency dockets, and completing after court work. The Deputy Clerk – Case Aide will assist and transfer the incoming telephone lines from the public and attorneys. The Deputy Clerk – Case Aide will leave a favorable impression with other departments and professionals in the county. **All employees of Juvenile Court are required to treat all co-workers, professionals, and/or the public with quality, dignity and respect.**

MINIMUM QUALIFICATIONS

High School Graduate
Excellent communication, grammar and spelling skills
Type 40 wpm
Basic computer skills
Consistently demonstrated above average performance
Satisfactory criminal background check
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.