



MARY L. SWAIN

BUTLER COUNTY CLERK OF COURTS

POSITION: Bookkeeper
PAY: Starting Salary: \$26,426.40 Annually
HOURS: 35 hours per week/Non-exempt
POSTED: February 2, 2018
DEADLINE: February 12, 2018
CIVIL SERVICE STATUS: Unclassified

APPLICATION PROCESS:

Persons interested in applying for the position of Bookkeeper must submit a current resume to Joseph Statzer, H.R. Director/Assistant Chief Deputy, at the address below. Applicants may be asked to appear for an interview with the H.R. Director, Finance Director, Chief Deputy and/or Clerk of Courts Mary Swain, at which time, applicants will also be asked to complete an employment application. Telephone inquiries will not be accepted.

JOB DUTIES AND RESPONSIBILITIES MAY INCLUDE THE FOLLOWING:

1. Process and Manage Court Costs and Daily Deposits
2. Process sales withdrawn
3. Manage open items
4. Process daily reports
5. Daily Legal and Title Bookkeeping
6. Other duties as may be assigned

MINIMUM QUALIFICATIONS:

Must have an Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

KNOWLEDGE AND CAPABILITIES:

1. Mathematical skills including percentages and basic math concepts
2. Accuracy is required
3. Language skills – ability to effectively communicate with staff and other agencies
4. Must be able to develop and maintain effective working relationships with public and staff
5. Must be self-assured, trustworthy and reliable
6. Have consistently regular attendance
7. Able to work independently
8. Knowledge of Courtview and Groupwise would be beneficial

GOVERNMENT SERVICES CENTER ● 315 HIGH STREET ● SUITE 550 ● HAMILTON, OHIO 45011-6016

513-887-3278 ● 513-887-3966 (fax) ● clerkmail@butlercountyohio.org

www.butlercountyclerk.org



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ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMODATION:

Ability to climb stairs, walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, see, write, count, read, speak, analyze, alphabetize, lift and carry and perceive depth.

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