

**Butler County Court of Common Pleas
Domestic Relations Division**

Case Manager

October 2018

Overview

The Domestic Relations Division of Common Pleas Court is seeking applicants for two full-time Case Manager positions. The candidates who fill the positions will provide quality customer service to the public. They will be trained to review a variety of court documents for accuracy and compliance with the Ohio Revised Code, Rules of Civil Procedure and local rules of the court.

Primary Responsibilities

The following duties are usual for this position. These duties as outlined are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Arrives to work punctually everyday,
- Refrains from giving legal advice,
- Maintains confidentiality of sensitive information,
- Coordinates hearing dates and notifies parties on cases,
- Provides appropriate customer services to parties filing new domestic relations cases or motions on existing cases,
- Processes continuances, objections, dismissals and other pleadings according to local rule guidelines,
- Reviews divorce decrees and other filings based on established checklists,
- Files original entries with Clerk of Courts office and sends copies to appropriate parties, attorneys and court staff,
- Effectively communicates and interacts with other county agencies,
- Meets weekly with the supervisor and Case Management team to discuss consistency in executing policy and procedure.

Qualifications and Requirements

Qualified applicants have an appropriate combination of education, training, course work and experience in a court or legal setting. Candidates for consideration have a minimum of a high school diploma, one (1) year practical work experience, customer service experience, acceptable criminal and traffic background checks, excellent spelling, grammatical, typing and communication skills, basic computer skills, prompt and regular attendance to work. Applicants for consideration must be detail oriented, able to multi-task, and open to being cross-trained in multiple areas of Case Management.

Other

This is a nonexempt, unclassified position that reports directly to the Court Services Supervisor and Assistant Court Services Supervisor. Individuals serving in this position are “at will” employees. The work schedule is 8:30 a.m. to 4:30 p.m. Monday through Friday with an unpaid lunch hour. This position is thirty-five (35) hours per week. A benefits package is offered, including medical, dental, vision, retirement plan, life insurance, deferred compensation and sick leave. The starting salary is **\$26,000.00** annually.

Application Process

Qualified applicants may submit a cover letter and resume no later than **November 9, 2018 by 4:00 p.m.**

The material should be submitted to:

Administrative Office
Domestic Relations Division
315 High Street (2nd floor)
Hamilton, OH 45011-6041

The Domestic Relations Division is an equal employment opportunity employer that supports an alcohol and drug free, and a weapons and violence free, work environment.