

04/23/19

# POSITION DESCRIPTION

## Butler County Common Pleas Court

### Probate Division

<b>JOB TITLE:</b>	<b>DEPUTY CLERK I</b>
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<b>FLSA STATUS</b>	Non-exempt	<b>REPORTS TO</b>	Chief Deputy Clerk
<b>EMPLOYMENT STATUS</b>	Full-time	<b>WORK SCHEDULE</b>	8:00 am – 4:30 pm
<b>CLASSIFICATION</b>	Unclassified	<b>DEPARTMENT</b>	Court Services

The Butler County Probate Court's mission is to serve the citizens, legal community and each other with loyalty and respect by protecting the personal and/or financial interests of those who are developmentally disabled, incompetent, mentally ill, or minors; overseeing the transfer of wealth and the administration of estates so that legal effect is given to the wishes of the deceased; properly maintaining and preserving the court records for public access and issuing marriage licenses; adjudicating cases and controversies so that justice is administered with neutrality and impartiality, and disputes are resolved as efficiently as possible, while maintaining confidentiality when required; providing legal information to the public, and interpreting the laws of the State of Ohio in matters before the Court, so that public confidence in the Judicial System is promoted.

### **Nature of Work in this Class**

A Deputy Clerk is a clerical position in the court clerk's office with primary responsibility for preparing and maintaining court records for all matters heard in Probate Court. This position involves a high volume of interaction with the public both on the phone and in person, data entry, and general clerical duties. This position requires independent judgment in verifying the accuracy of the information being processed and the ability to use multiple computer applications. A deputy clerk serves at the pleasure of the Presiding Judge.

### **Essential Functions**

**To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.**

- Provide exceptional customer service by assisting customers and law firms at the counter or over the telephone including but not limited to researching of previously filed cases; reviewing documents presented within 24 hours; ensuring that all required documents are received; documents are completed in their entirety and are properly signed; determining and collecting any costs or fees required; receipting and posting collected monies; and providing legal information to attorneys, their support staff, and the public. Process incoming mail including reviewing documents received, verifying appropriate fees are included, and preparing the case file. Check and respond to Court's voice mail.
- Maintain an accurate hard-copy record of all case files including preparing initial case file folders, inserting documents into the case file in the appropriate order, and ensuring that all files are signed in or out and filed consistent with the Courts procedures.
- Prepare files for court hearing ensuring that the file is complete, accurate, and in the appropriate order.
- Docket and track appropriate information in the Court's case management system in an accurate and timely manner including selecting the correct document code, updating interested parties, and entering information in the appropriate fields of case inquiry.
- Prepare and issue reminder notices, notices of delinquency, entries, citations and/or other necessary legal documents. Schedule hearings and notify parties. Perform follow-up on files that are pending due to miscellaneous issues. Generate statistical reports as required. Issue Marriage Licenses.

04/23/19

- Scan documents for the case file, including verifying document codes, preparing the document for scanning, scanning the document into the system, and verifying the accurate scan of the document. Perform basic quality assurance including identifying errors in the database, making appropriate corrections and once per month verifying accuracy of intake report.
- Maintain and preserve all records of the court. Retrieve files for the public, law firms, and court employees; re-file them when returned. Purge closed files from the active shelves. Prepare closed files for records center. Make copies of files or documents upon request, certify the documents as a Deputy Clerk, and collect appropriate fees for copy and certification.

### **Other Duties and Responsibilities**

- Special projects and related work as assigned by Judicial Officers, Court Administrator, or the Chief Deputy Clerk.

### **Positions Supervised**

None

### **Equipment Operated, Knowledge, Skills and Abilities**

- Values and appreciates the public
- Ability to prepare work neatly and precisely
- Ability to type and operate standard office equipment, i.e., copiers, fax, etc.
- Ability to work with minimal supervision after a training period
- Ability to maintain harmonious working relationships with the public and employees
- Ability to converse with individuals in person or on the telephone
- Ability to be firm and assertive
- Ability to deal with irate and upset clients
- Ability to multi-task and function in a stressful, fast-paced environment
- Ability to work with frequent interruptions
- Ability to prioritize work assignments and manage time effectively
- Ability to research, gather information, and maintain records with accuracy
- Ability to communicate effectively, both orally and in writing
- Knowledge of legal terminology
- Knowledge of Ohio Revised Code, Administrative Rules, Civil Rules, Rules of Superintendence and Butler County Probate Court Local Rules
- Knowledge of Court and County policies and procedures including court security procedures
- Hearing ability sufficient to hold conversation with other individuals both in person and by telephone
- Visual ability sufficient to effectively operate equipment such as copier, computer and printer, to read and write reports, correspondence and instructions
- Speaking ability sufficient to communicate effectively with other individuals in person and by telephone
- Physical dexterity sufficient to effectively type using keyboard, operate equipment, and handle files and corresponding papers
- Familiarity of computer and computer programs including, but not limited to, Microsoft Windows, other Microsoft programs including Microsoft Word

### **Position Responsibility**

Standardized practices enable employee to proceed with regular duties. Chief Deputy Clerk answers questions and provides direction. Some discretionary decision-making is encouraged and permitted. Responsible for maintaining and preserving court records which requires a moderate degree of decision making and has impact on public and outside agencies. Work with confidential and public records.

### **Relationship with others**

Contact with co-workers, public and private sector employees, court and law-enforcement personnel, legal representatives, and the public. The purpose of these contacts is to provide administrative support for the court and answer questions for clients and/or co-workers.

### **Working Conditions**

- General office duty with no adverse exposure to environmental conditions
- Exposed to general office chemicals and air contaminants; works in or around crowds, has contact with potentially violent or emotionally distraught persons, has exposure to threatening situations

### **Physical Demands**

**The following physical demands are typically exhibited by position incumbents performing this jobs essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.**

- Vision demands include normal vision requirements, including viewing computer screen requiring close focus
- Ability to access shelving 60 inches high
- Ability to lift 20 pounds
- Ability to sit, stand, stoop, crouch, reach and grasp for significant amount of time
- Ability to keyboard at a computer terminal for long periods of time

### **Qualifications**

Requires a High School diploma or equivalent; the ability to read, write, use basic mathematics, and collect and record money transactions; computer skills sufficient to navigate through multiple programs. At least one year clerical and data entry experience is preferred. Strong customer relations skills and experience with the court and legal terminology are encouraged.

### **Licensure or Certification Requirements**

None

May require submission to a criminal history background check and drug testing for employment. The selected candidate must successfully complete a probationary period. 4 of 4  
04/23/19

**Posting Period: April 16, 2019 through May 31, 2019**

**Applicants:** Applications may be submitted through email to Heather L. Cady, Court Administrator, at [cadvhl@butlercountyohio.org](mailto:cadvhl@butlercountyohio.org) (Please no phone calls) or may be sent to:

**Butler County Probate Court  
Attention: Heather L. Cady, Court Administrator  
101 High Street, 2<sup>nd</sup> Floor  
Hamilton, Ohio 45011**

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

The provisions of this job description do not constitute a contract, expressed or implies, and any provision contained in this description may be modified or revoked without notice

Revised **2019**