



# MARY L. SWAIN

BUTLER COUNTY CLERK OF COURTS

**POSITION:** Legal Clerk 1  
**PAY:** \$21, 840.00  
**HOURS:** 35 hours, Non-exempt  
**POSTED:** January 22, 2018  
**DEADLINE:** February 1, 2018  
**CIVIL SERVICE STATUS:** Unclassified

**APPLICATION PROCESS:**

Persons interested in applying for the position of Legal Clerk 1 in the Legal Division must submit a current resume to Joseph Statzer, Human Resource Director, at the address below. Applicants may be asked to appear with the Human Resource Director, Legal Director Carolyn Johnson, Chief Deputy Debbie Grubb, 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. Provide courteous customer service in person and on telephone, and assist customers with search of files or records
2. Prepare documents for filing by sorting, putting in case number order and punching holes
3. Place all court documents in appropriate file folders, keep files current, remove files upon request, and prepare files for destruction in accordance with legal requirements
4. Keep records of material removed, replace files or records when returned, and trace missing files or records
5. Process verbal, written, e-mail and faxed requests for copies of files or records on photocopier for public, Courts and other County offices Provide proper receipt fees for copies of documents and Notaries
6. Complete daily cashier deposit
7. Record and scan Notary Public certificates, verify Notaries, and index names of Notaries in computer system
8. Provide back-up to Mail Courier and Incoming Mail Processor Clerk positions
9. Sign in jurors
10. Other duties as may be assigned

**GOVERNMENT SERVICES CENTER  
513-887-3278**

**315 HIGH ST. SUITE 550  
513-887-3966(fax)**

**HAMILTON, OHIO 45011-6016  
[clerkmail@butlercountyohio.org](mailto:clerkmail@butlercountyohio.org)**

**[www.butlercountyclerk.org](http://www.butlercountyclerk.org)**

**MINIMUM QUALIFICATIONS:**

Must have a high school diploma or equivalent

**KNOWLEDGE AND CAPABILITIES:**

1. Must have strong language skills and effectively communicate with public, staff and other agencies
2. Must be able to develop and maintain effective working relationships with public and staff
3. Must be self-assured, trustworthy and reliable
4. Must be able to deal with possible stressful situations and perform well under pressure
5. Must be able to pay attention to detail, work independently and follow rules and procedures
6. Must have a presentable appearance at all times in the office
7. Must have consistently regular attendance

**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. Must be able to lift boxes, push a dolly, move stacks of paper, and carry several file folders at once.

Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, traveling by car, van or bus.

The equipment (machines, tools, and devices) used in performing only essential functions include computer and related equipment, scanner, copier, fax machine, and telephone.