

POSITION ANNOUNCEMENT

Butler County Court of Common Pleas
Juvenile Division

CLASSIFICATION TITLE: Deputy Clerk - Appointments

POSTING DATE	October 6, 2020	APPLICATION DEADLINE	Until Position is Filled
FLSA STATUS	Unclassified, Non-Exempt	REPORTS TO	Clerk Supervisor
DEPARTMENT	Clerk Services	WORK SCHEDULE	25 hour work week
EMPLOYMENT STATUS	Part-Time Employee		Monday - Friday 8:00 a.m. – 1:00 p.m.
SALARY	\$13.30 hourly	BENEFITS	Not Eligible

DISTINGUISHING JOB CHARACTERISTICS

Prepares for the shelter care docket by ensuring cases are ready for review and that documentation is available for all parties. Assists with the shelter care docket by meeting with clientele to determine financial eligibility for court appointed counsel and arrange attorney assignment. Organizes a schedule with the attorneys for "Attorney of the Day" assignments to ensure all eligible shelter care docket parties have available counsel. Meets with walk ins and/or clientele to determine financial eligibility for court appointment of counsel. Works cooperatively with other county agencies ensuring appointments and terminations of attorney assignments. Processes Court of Appeals cases in a timely manner. Performs any other assignments as directed by Supervisor.

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 Manager, 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, or from the JJC website at www.butlercountyohio.org/JuvenileJusticeCenter/.

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.