



Montgomery County Juvenile Court

Judge Helen Wallace

Judge Julie Bruns

Court Administrator Eric Shafer



Job Title: Deputy Clerk

Department: Court Services

Posting Issued: August 1, 2023

Posting Closing: Until Filled

Position Location: Juvenile Justice Center - 380 W. Second Street, Dayton, Ohio 45422

Job Type: Full-time

Salary: \$17.50/hr.

Shift: 1st

DISTINGUISHING JOB CHARACTERISTICS

Performs clerical tasks related to the recording, processing and filing of case files and documents. Employees assigned to this classification may be assigned areas of responsibility, but may be reassigned, or may be required to assist in performance of other Deputy Clerk responsibilities at the discretion of the Clerk's Office Supervisor and Chief Deputy Clerk. The employee must have the ability to lift boxes 25-50 lbs. and may be required to sit or stand for extended periods of time.

QUALIFICATIONS

Associates Degree in Paralegal Studies or Criminal Justice preferred. High school degree, GED or equivalent, with one year related experience in operating a computer and data entry required. Demonstrable ability to analyze legal documents and enter data according to court process. Must be able to type 40 wpm. Ability to successfully pass a background check.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

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| CLASSIFICATION TITLE: Deputy Clerk of Courts |
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|-------------|----------------|-------------------|---------------------------|
| FLSA STATUS | Non-Exempt | EMPLOYMENT STATUS | Full-time |
| PAY GRADE | A8 | REPORTS TO | Clerk's Office Supervisor |
| DEPARTMENT | Court Services | WORK SCHEDULE | 40 hours per week |

DISTINGUISHING JOB CHARACTERISTICS

Performs clerical tasks related to the recording, processing and filing of case files and documents. Employees assigned to this classification may be assigned other areas of responsibility, and may be required to assist in performance of other Court Services' responsibilities at the discretion of the Court Services' Supervisors or Director of Court Services, including responsibilities that support the efficiencies of the Case Management Office and Clerk's Offices. Understands general legal requirements and processes for juvenile, civil, and criminal cases.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

Enters data into computer. Reviews documents, records and forms and processes in accordance with court procedures. Enters demographic information pertaining to juvenile, or adult misdemeanor cases, new referrals filed by Children Services, SEA, private attorneys and/or citizens filing pro se. Translates information on returns of service, citations, motions, notices and enters into the court case management system. Identifies and sets hearing dates, prepares service. Logs papers to be served.

Sorts data and organizes documents and other material into numerical, alphabetical, chronological or subject order. Prepares files, and completes scanning of documents filed.

Answers telephone and takes messages.

Time stamps and affixes Court seal. Makes certified copies.

Accepts filing fees and generates computer receipts. Manages a cash drawer, making change, applying credit cards, etc.

Types, distributes and processes court forms, records, and other documents.

Stuffs envelopes for the court correspondence and enters certified mail.

Other duties as assigned.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Computer; printer; calculator, fax machine, telephone, copier and other general office equipment; time stamp machine, scanner for imaging documentation

CONTACTS WITH OTHERS

General public; Attorneys; law enforcement and agency staff; court personnel.

CONFIDENTIAL DATA

Documentation that is not of the public record for juveniles and adults.

WORKING CONDITIONS

Good office working conditions.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's 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.

While performing duties of this job, the employee is regularly required to see, talk, and hear. The employee frequently is required to sit and use hands along with fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, and stop, kneel, crouch or crawl. The employee frequently sits for extended periods of time, accurately recording detailed information from testimony within a case management system. The employee occasionally stands, walks and may be required to bend or stretch to maintain physical files. Employee converses verbally with others, normally in person. Vision demands include close, relatively detailed vision when typing and using a computer screen. The employee is expected to have the ability to hear persons over telephone and person and visually meet the needs described above working on the computer, and is required to maintain corrective devices that allow them the ability to perform daily tasks.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Court procedures and process; general office practices; data entry; legal terminology.

Ability to: generally evaluate and understand legal terminology; interpret and record data accurately; work alone on most tasks; arrange items in numerical, alphabetical chronological and subject order.

Skill in: operation of computer; data entry; categorizing information; general typing; application of job software programs; proofing and correcting inputting errors / scanned documents.

QUALIFICATIONS

High school diploma, GED or equivalent, with one year related experience in operating a computer and data entry. Demonstrable ability to analyze legal documents and enter data according to court process. Must be able to type 40 wpm:

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

None

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.

I have read the above job description and fully understand my responsibilities.

Employee Signature: _____

Date: _____