

# Holmes County Juvenile Court

## Position Description

### DEPUTY CLERK

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<b>Job Title:</b>	Deputy Clerk
<b>Immediate Supervisor:</b>	Chief Deputy Clerk (if applicable), Court Administrator
<b>Positions Supervised:</b>	None
<b>Civil Service Status:</b>	Unclassified, serves at pleasure of Judge
<b>FLSA Status:</b>	Non-Exempt (hourly based)
<b>Employment Status:</b>	Full-time, 40-hour work week

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#### Job Responsibilities:

- Responsible for processing/filing legal documents, scheduling court cases, processing payments related to court proceedings, creating a court docket and maintaining the court record.

#### Qualifications:

- Highschool diploma or equivalent.
- Prior experience in the legal field and/or prior clerical experience helpful but not required.

#### Desired Knowledge, Skills & Abilities:

- Knowledge of:
  - Office practices and procedures.
  - Filing systems.
  - Microsoft Office (Word & Excel).
- Skills & Abilities:
  - Speed and accuracy with keyboarding and typing.
  - Excellent reading comprehension, grammar and spelling.
  - Ability to stay organized and focus on tasks in spite of interruptions.
  - Able to effectively communicate (both verbally and in writing) with the public, attorneys, co-workers, agencies and legal professionals.
  - Maintain professionalism and confidentiality as required.

#### Illustrative Duties:

- File/Case Management:
  - Create a court record for Delinquency, Unruly, Traffic, Child Support, Custody, Paternity, Visitation, Dependency/Neglect/Abuse and other miscellaneous complaints/actions before the Court.
  - Swear in filer/sign new complaints as they are received.
  - File stamp documents as received and process in a timely manner.

- Data entry into electronic case management system (docketing).
  - Prepare Judgment Entries, Hearing Notices, Warrants, etc. for review and signature of Judge and/or Magistrate.
  - Issue service documents, summons, etc. by certified mail, publication or personal service.
  - Create and pull case files as needed for hearings or review.
  - Track court costs, fees, fines and payments. Process monthly billing statements and send out initial statements when costs are assessed.
  - Track counsel fees and maximums set by the Ohio Public Defender.
  - Follow up on deadlines.
  - Distribute copies of orders of the Court or filed documents to the appropriate parties via mail, email, fax or courthouse mail.
  - Open/Close the Supreme Court Log as appropriate. Tracks cases through the system from beginning to disposition.
  - Assist in microfilming files after they are closed.
  - Track data to use for reports such as the Annual Report or for aiding in the Sealing & Expunging of files that are eligible.
- Communication
    - Schedule hearings which may require coordinating multiple parties and attorneys with dates and times on the Court docket.
    - Review documents for accuracy and completion. Contact attorneys and staff regarding missing or incorrect information in filings.
    - Communicating with the public, listening to their needs and giving procedural information to direct them to the proper forms and or agency to assist.
    - Answer phones, responding courteously and pleasantly to questions. Requires knowledge of procedures and general court information.
    - Direct calls to appropriate person who can answer question if unable to assist.
    - Greet the public, attorneys, agency personnel, law enforcement, school officials etc. that come to the front desk. Determine their need and assist or redirect them to the appropriate location.
    - Contact Court-Appointed Attorneys to determine if they will represent a party on a case.
- Miscellaneous
    - Assist on a rotating basis in gathering outgoing mail from all offices, send through postage meter and take to mailbox.
    - Assist in closing the cashbook daily, includes counting down cash drawer, running appropriate reports and making a deposit to the bank.
    - Assist with Driver Assessments. Take payment, give appropriate forms, direct youth to testing location and explain process. Supervise office area if bailiff otherwise occupied.
    - Annual Physical Inventory – involves physically locating each open file to ensure files correspond to the listing of the Supreme Court.
    - Perform additional duties and assignments as requested.