

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Clerk of Courts
Name:
Class Title: Deputy Clerk (Common Pleas)
Supervisor's Title: Lead Deputy
Supervises: N/A

Unit:
Position Title: Deputy Clerk
Class Number: 51131
Number: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

- 50% (1) Scans files into computer (e.g., new cases, pleadings, etc.) to enable judges to review cases on computer instead of physically pulling files. Performs other clerical functions; files paperwork after scanning; ensures accuracy of work; assists general public with inquiries (e.g., copies records, issues documents, etc.); responds to routine and sensitive inquiries and complaints from officials, attorneys, general public, etc.

Knowledge of: (a); * (b); (c)*.
Skill in: (d); (e).
Ability to: (g); (h); (i); (j); (k); (l); (m).

- 25% (2) Receives and processes all documents for new and pending cases involving civil, small claims, criminal, court of appeals, etc.; prepares journal entries of judgments, assignments, dockets, numbering, indexing, jacketing, etc.; issues writs, warrants, subpoenas, certification of judgment, releases, pre-trial and hearing notices, commitment papers, etc. Prepares and computes court costs bills; collects fees, fines, bonds, filing fees, etc.; records and issues all receipts.

Knowledge of: (a); * (b); (c)*.
Skill in: (d); (e).
Ability to: (g); (h); (i); (j); (k); (l); (m); (n).

- 20% (3) Processes passport applications; notarizes, certifies and witnesses documents; types billings, juror lists, notifications, etc.; inputs data through CRT as required; notifies, swears and seats jurors and witnesses; schedules and reschedules court cases; maintains judges book; issues employee certificates; processes checks. Processes mail, answers telephone, responds to routine and sensitive inquiries and complaints from officials, attorneys, general public, etc.; performs other clerical functions (e.g., copies records, issues documents, files, etc.).

Knowledge of: (a);* (b); (c).*
Skill in: (d); (e).
Ability to: (g); (k); (l); (m); (n).

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Agency: Clerk of Courts **Unit:**
Name: **Position Title:** Deputy Clerk (Common Pleas)
Class Title: Deputy Clerk (Common Pleas) **Class Number:** 51125

5% (4) Performs miscellaneous duties; attends training sessions, seminars, and meetings, as required; cross-trains to perform duties of other departments within the Clerk of Courts' Office; safeguards confidential information at all times.

Knowledge of: (a);* (b); (c)*.

Skill in: (d); (e); (f).

Ability to: (g); (h); (i); (j); (k); (l); (m); (n).

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (a) office practices and procedures; * (b) department policies and procedures; (c) court filing procedures.*

Skill in: (d) computer operation; (e) use of modern office equipment; (f) motor vehicle operation.

Ability to: (g) carry out detailed but basic written or oral instructions; (h) sort items into categories according to established methods; (i) copy records precisely without error; (j) arrange items in numerical or alphabetical order; (k) maintain records according to established procedures; (l) communicate effectively; (m) develop and maintain effective working relationships; (n) calculate fractions, decimals, and percentages.

