

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Clerk of Courts

Unit:

Name:

Position Title: Deputy Clerk – Floater

Class Title: Deputy Clerk (Sandusky County Courts) **Class Number:** 51131

Dept./Div.: Sandusky County Courts

Civil Service Status: Unclassified

Reports To: Clerk of Courts Lead Deputy

Employment Status: Full Time

Pay: Resolution

FLSA Status: Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education, supplemented with bookkeeping and computer operation experience, plus one and one-half (1 ½) years legal office experience, or an equivalent combination of education, training or experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license with an acceptable driving record.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Computer, printer, telephone, copy machine, facsimile machine, calculator, scanner.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING

CONDITIONS: For purposes of ORC 4167.

The employee is exposed to, must negotiate, use or work with or in the vicinity of general office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers and the general public, including emotionally distraught individuals.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Clerk of Courts

Unit:

Name:

Position Title: Deputy Clerk – Floater

Class Title: Deputy Clerk (Sandusky County Courts) **Class Number:** 51131

Supervisor's Title: Lead Deputy

Number: N/A

Supervises: 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).

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Clerk of Courts

Unit:

Name:

Position Title: Deputy Clerk - Floater

Class Title: Deputy Clerk (Sandusky County Courts) **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.

