

CLARK COUNTY COMMON PLEAS COURT
DOMESTIC RELATIONS DIVISION
JUVENILE SECTION

101 E. Columbia Street
Springfield, OH 45502-1194
Telephone (937) 521-1600
Fax (937) 521-3200



Judge
Katrine M. Lancaster
Magistrate
Brandin D. Marlow
Nichol R. Smith
Administrator
Nichol R. Smith

Job Opportunity

JOB TITLE: Deputy Clerk

REPORTS TO: Director of Administrative Services JOB STATUS: UNCLASSIFIED/EXEMPT

HOURS: Monday-Friday 8:00 AM-4:30 PM SALARY: \$16.43/ hour (\$34,174.40 annually)

RESPONSIBILITIES: The position of Deputy Clerk provides general clerical support work for the court, such as typing and data entry on a computer, proofreading, performing mathematical computations, handling cash transactions, maintaining and filing court records and providing information to the public and other staff in person, by telephone and in writing.

Work is performed in an office and courtroom environment with continuous contact with judicial officers, litigants, attorneys, other staff and the public.

Additional duties as assigned.

INSTRUCTIONS: Applicants interested in the position are to submit a resume, employment application and letter of interest to Nichol R. Smith, Court Administrator, Clark County Juvenile Court, 101 E. Columbia St., Springfield, Ohio 45502 or email smithn@clarkohiojuvcourt.us. Applications can be obtained online at www.clarkcountyohio.gov/DocumentCenter/View/284 Applications will be reviewed upon receipt. This position will be open until Friday, March 15, 2024.

TYPICAL TASKS:

- Accepts, files and processes court pleadings. Dockets appropriate information, prepares case files and tracks cases for completion.
- Answers telephone, transfers calls to appropriate staff members, takes messages as needed and assists court visitors. Provides exceptional customer service.
- Accepts payments by cash, check and credit card. Applies payments to cases and generates receipts. Monitors and balances cash drawer.
- Opens, reviews and distributes daily in-coming mail. Prepares, stamps and delivers daily out-going mail to post office.

- Assists in maintaining a functional filing system.
- Receives, reviews and responds to requests for public records.

REQUIREMENTS: Associates Degree and prior court or legal experience preferred; High School diploma or equivalent, valid Ohio Driver's License without significant offenses on record, drug screen results with no substances that are not prescribed by a qualified medical professional and Criminal Record check.

DESIRED KNOWLEDGE, SKILLS & ABILITIES: Knowledge of court systems and legal terminology is preferred. Prior experience working in an office environment. Detail-oriented with ability to prepare work neatly and precisely. Strong communication skills, both written and oral. Ability to work well with the public and maintain a professional and courteous demeanor. Ability to maintain confidentiality and handle sensitive issues with discretion. Ability to type at a speed of at least 40 words per minute with reasonable accuracy. Ability to manage a variety of projects simultaneously and prioritize tasks.

This job description should not be construed as all-inclusive or a contract of employment. The employer reserves the right to change or assign other duties to this position. This employee is an unclassified employee who serves at the pleasure of and is appointed by the Clark County Juvenile Court Judge under the provisions of 2151.13 of the Ohio Revised Code.

****Applicants needing accommodation for completing application or interview, please contact the Human Resources department at 937.521.2015. Clark County is an Equal Opportunity/ADA Compliance Employer, M/F V/H Clark County does not discriminate on the basis of race, color, national origin, ancestry, sex, genetic information, sexual orientation, religion, age, disability or military status.***

Date: February 29, 2024