



**Court of Common Pleas, Hancock County**  
**Probate & Juvenile Division**  
**308 Dorney Plaza**  
**Findlay, Ohio 45840**

---

### Job Opportunity

<b>Position Title:</b>	Deputy Clerk	<b>Reports to:</b>	Court Administrator
<b>Employment Status:</b>	Full-time	<b>Department:</b>	Probate & Juvenile Court
<b>Salary:</b>	\$17+/hour	<b>Hours:</b>	40 per week

#### **Position Summary:**

The Deputy Clerk is responsible for serving the public in a welcoming manner, handling various case types from opening to close, scanning, filing, typing, scheduling, assisting the public both in person and via the telephone, and handling money in a fast-paced work environment.

#### **Primary Functions and Responsibilities:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepares Courtroom for hearings; sets up and monitors Court recording systems; changes Courtroom calendar.
- Opens and re-opens case files; schedules hearings; sends notices of hearings; prepares, copies, distributes hearing schedules.
- Attend hearings, docket proceedings to cases, and balances state reporting figures.
- Receives, prepares, and docket journal entries; files, copies, and distributes journal entries.
- Maintain cost screens; monitor payment of Court costs; process payments.
- Assists the public in person or by telephone; answers incoming calls.
- Administers oath to complainants; files and signs complaints.
- Files documents received from attorneys, prosecutors, other Courts, etc.
- Performs other essential related duties as required.

#### **Physical Requirements**

- Requires the physical ability to operate a variety of automated office machines which includes but not limited to an adding machine, audio recorder, photocopier, printer, personal computer, scanner, fax.
- Work involves walking, standing, lifting, and carrying a minimum of 20 lbs.
- Mathematical Ability: must be able to add and subtract totals; to multiply and divide; to determine percentages and decimals.

#### **Language Ability and Interpersonal Communication**

- Requires the ability to comprehend a variety of informational documents, financial reports, Court orders and records, etc.
- Requires the ability to prepare reports, costs statements, schedules, and related documents and information, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to record and deliver information, to explain procedures, to follow instructions.
- Must be able to use and interpret legal terminology and language.

## **Environmental Adaptability**

- Requires the ability to perform in an office environment.

## **Minimum Education and/or Experience:**

- High School Diploma with 3-5 years office experience.
- Experience in working for/with a Court preferred.
- Knowledge of Court Procedures and Policies with statutory requirements preferred.
- Strong computer skills.

## **Knowledge, Qualifications, Skills and Abilities:**

To perform this job successfully, an individual must be able to perform each function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Demonstrated dedication to providing excellent customer service.
- Make decisions in a timely manner.
- Good written and verbal communication skills.
- Ability to be both highly organized and detail oriented.
- Ability to work as part of a team and to be flexible with establishing program standards.
- Uses time and resources effectively and efficiently.
- Able to establish rapport with clients and families served, including dealing effectively with all races, nationalities, cultures, disabilities, ages, genders and orientations and maintain confidentiality outside of the work environment.

## **Work Schedules:**

Employee work schedules are established by the appointing authority or their designee and may be changed at their discretion, with or without prior notice. Notwithstanding the employee's normally assigned schedule, employees may be required, by the appointing authority or their supervisor, to work hours outside of their regular schedule, or normal work hours.

## **At-Will Employment:**

All Hancock County Probate & Juvenile Court employees are in appointed positions and serve at the will of the appointing authority. Employees are unclassified from civil service and may be discharged, have their positions modified, or have their compensation changed at the will of the appointing authority any time during employment. Accordingly, unclassified employees do not have the right to appeal to the State Personnel Board of Review. The Court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status, or genetic information. A pre-employment urinalysis and background check are required.

## **Full-Time Benefits:**

Hancock County offers a variety of benefits to its employees which include health and dental insurance, sick, and vacation time (after 1 year), along with Ohio Public Employees Retirement System (OPERS).

## **Contact Information:**

Please send a cover letter, resume, and salary requirements to: Shawn Carpenter, Court Administrator, by e-mail at [srcarpenter@co.hancock.oh.us](mailto:srcarpenter@co.hancock.oh.us) or via fax at (419) 424-7081, by Friday, May 26, 2023, at 4:30 p.m. No telephone calls, please.