

SENECA COUNTY JUVENILE AND PROBATE COURT

An Equal Opportunity Employer Position Description

CLASSIFICATION TITLE: JUVENILE COURT DEPUTY CLERK
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FLSA STATUS	Non-Exempt	WORK SCHEDULE	35 hours per week
CIVIL SERVICE STATUS	Unclassified	REPORTS TO	Chief Deputy of Juvenile Court/ Bailiff
INTRODUCTORY PERIOD	180 days		

Job Responsibility:

Performs general and specific clerical tasks in the Juvenile Court Clerk's Office, as directed by the Chief Deputy of Juvenile Court/ Bailiff, with primary responsibility for preparing and maintaining Juvenile Court records and legal documents for Juvenile Court hearings. Interacts with the public both on the phone and in person.

Under the direct supervision of the Chief Deputy of Juvenile Court/ Bailiff, the Deputy Clerk will follow all directives in a professional and timely manner.

The Deputy Clerk shall not work over 35 hours in any one week without approval from his/her supervisor or the Judge.

NOTE: The following job description is not to be construed as exclusive or all-inclusive. Other duties and/or responsibilities may be required and assigned by the Court Administrator and/or Judge. In addition, due to the large work volume and relatively small Court staff, various positions in Juvenile and Probate Court will be cross-trained. Employees of the Court are at will employees and serve at the will of the Judge. The Judge of the Court of Common Pleas, Juvenile and Probate Divisions shall have full charge of the employment, assignment and supervision of all personnel.

Court staff cannot and may not give legal advice under any circumstances.

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below, with or without reasonable accommodation.

Essential Job Functions:

- Willingness to assist others and contribute to the mission of the Court.

- Answer telephone calls, screen callers, take messages, provide general information to the public, and make appropriate referrals to other offices.
- Greet public in a professional manner at public window(s) and direct said public to appropriate Court personnel or departments.
- Assist public in obtaining or completing pertinent paperwork, when appropriate.
- Handle and process civil, criminal, and juvenile traffic cases.
- Prepare and issue warrants for arrest and warrant reports.
- Summarize and docket court decisions.
- Update Juvenile Court files electronically and manually.
- General filing of Court documents.
- Receive, screen, and direct calls to appropriate Court personnel or departments.
- Perform record checks.
- Prepare cases for transfer to other counties/jurisdictions.
- Prepare cases for appeals.
- Process and collect fines and fees; maintain cost screen.
- Balance receipts daily with the cash book, prepare deposits, deposit funds in checking account.
- Prepare monthly billings.
- Process GAL bills and distribute and issue checks from funds deposited accordingly.
- Process and track all IV-D reimbursable cases. If applicable, prepare and submit monthly IV-D contract billing. Prepare and record Child Support Enforcement Agency payments and deposit into County General Fund.
- Process payment requests for Court appointed counsel; if applicable, process all court appointed counsel bills to Seneca County Auditor's Office.
- Process Court orders. Prepare judgment entry forms for approval; prepare initial drafts of judgment entries for Judge's/Magistrate's review.
- Take notes of all hearings for purposes of drafting judgment entries.
- Distribute judgment entries.
- Maintain Court schedule and timely disburse to appropriate personnel.
- Assist the Judge by scheduling further hearing dates and by processing and maintaining the sealing and expungement of records.
- Serve as a Court clerk, including court reporting, calling cases, arranging and maintaining courtroom. Set up and monitor digital court recording system.
- Fill in for other clerks as needed.
- Perform other tasks as directed by supervisor.
- Maintain and update essential function/cross training manuals.

Non-Essential Job Functions:

- Attend various meetings and trainings relating to the Court.
- Perform related essential and non-essential functions as needed.

Position Qualifications:

An appropriate combination of education, training, coursework, experience, and personal characteristics ensuring the demonstration of the necessary knowledge and skills demanded in this position is required.

Position Requirements:

Must pass pre-employment and ongoing criminal background checks and random drug screens. Must demonstrate predictable and regular attendance. Requires the ability to maintain confidentiality and act ethically. Must be detail oriented. Must have a valid Ohio driver's license and maintain liability insurance coverage as required by law.

Equipment:

Must be able to safely drive and maneuver Seneca County vehicles. Must be able to use general office equipment including, but not limited to, computer, scanner, copier/fax machine, mail machine, label printer, multi-line phone, and voicemail. Must be proficient at using Microsoft Office products.

Critical Skills/Expertise:

- Ability to communicate effectively, both orally and in writing.
- Ability to deal with irate and upset persons.
- Ability to function in stressful, fast paced environment.
- Ability to type accurately.
- Ability to accurately complete work with little supervision.
- Ability to use and interpret legal and accounting terminology and language.
- Knowledge of Juvenile and Probate Court Employee Handbook.
- Knowledge of Juvenile and Probate Court policies and procedures/local Court rules.
- Knowledge of the Rules of Superintendence of the Supreme Court of Ohio.
- Knowledge of the Ohio Revised Code and the Ohio Administrative Code.
- Knowledge of Court's Continuity of Operations Plan.
- Ability to maintain good public relations and working relationships on all levels as a representative of the Court.
- Exhibits strong integrity, maturity, judgment and tact at all times.
- Values and appreciates youth and families.

Relationships with Others:

Positive contacts with co-workers, employees in the department, public and private sector employees, court and law enforcement personnel, legal representatives, and the general public. Provides administrative support for the department and answers questions for clients and/or co-workers.

Physical Effort and Work Environment:

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks that are required by the job, with or without reasonable accommodation.

- Physical Requirements: Duties may require lifting up to 25 pounds.
- Physical Activity: Activities include sitting and standing for extended periods of time, climbing, stooping, kneeling, lifting, grasping, talking, hearing, and repetitive motion.
- Hazardous or Demanding Work Activity: Exposed to general office chemicals and air contaminants; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to threatening situations.

This position description in no manner states or implies that these are the only duties and responsibilities performed by the employee. The employee may be required to follow additional instructions and perform other duties required by the Chief Deputy Clerk of Juvenile Court/ Bailiff, Court Administrator, and/or the Judge.

The provisions of this Position Description do not constitute a contract, expressed or implied and any provision contained in this Description may be modified or revoked without notice.

The employee signature below signifies that the employee has read and understands the expectations and requirements of the position.

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority

Date