

## **GUERNSEY COUNTY CLERK OF COURTS – POSITION DESCRIPTION**

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Title: DEPUTY CLERK – LEGAL

Reports to: Clerk of Courts

Employee Status: Full-Time

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### **OFFICE CORE VALUES**

- Perform our duties with courtesy, respect, equality and fairness, in an accurate and knowledgeable fashion;
- Maintain the highest standards of professionalism and ethics, in compliance with the governing rules and regulations;
- Strive to improve the quality of our services, thereby promoting public trust and confidence in the judicial system; and
- Encourage education and pursue training programs to adapt to the growing needs of the Court and the public, in response to technological advances and innovations in the law.

### **ESSENTIAL JOB FUNCTIONS**

- Accept and certify papers filed at the counter ensuring that documentation is complete.
- Accurately maintain complex records and maintain confidentiality.
- Record proceedings of the court, type court documents, general office forms and indexes.
- Enter and scan data into computer.
- Handle telephone inquiries in a courteous and helpful manner.
- Convey information objectively.
- Administer oaths, take and certify affidavits, and acknowledgments.
- Assist general public, attorneys and public officials in obtaining court case information and files.
- File, retrieve and track files.
- Receive and record money transactions.
- Demonstrate initiative in assistance in all areas of the division when needed, after assigned tasks are completed.
- Demonstrates regular and dependable attendance.
- Other duties may be required or assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Be able to comprehend court rules, procedures, and the Ohio Revised Code.
- Ability to understand and follow detailed instructions, oral and written.
- Ability to communicate effectively and convey information objectively with and to the general public, attorneys, court, and government officials.
- Work successfully in an environment with frequent interruptions.
- Ability to follow legal procedures, manage a cash drawer and perform general clerical duties (i.e. filing, copying, faxing, etc.).
- Ability to perform all duties in an organized and efficient manner; Ability to process legal documents with speed and accuracy.
- Knowledge of common office practices, procedures and equipment.

- Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products including Word, Outlook, Excel and the Court's case management system.
- Good time management skills; highly organized and detail-oriented.
- Ability to prioritize work, work independently without daily supervision, perform a variety of duties, and manage a variety of projects simultaneously in a high pressure atmosphere under sometimes severe time constraints.
- Ability to effectively and professionally communicate verbally and in writing to diverse audiences.
- Pleasant personality; ability to interact and maintain effective working relationships with Judges, other elected officials, employees, law enforcement officers, lawyers and others conducting business with the Court.

## **EXPECTATION OF THE EMPLOYEE**

In completing the duties and responsibilities of the position, the Clerk expects the employee to adhere to all policies, guidelines, practices and procedures; exhibit a professional manner in dealing with others; and work to maintain positive working relationships. The employee must maintain a positive and respectful approach with superiors, colleagues, and individuals inside and outside the office. Further, the Clerk expects the employee to demonstrate flexible and efficient time management, the ability to prioritize workload, the ability to perform duties in a timely, accurate and thorough manner. The employee is expected to demonstrate predictable and regular attendance.

**APPLY TO:** Resumes can be emailed to: [jjohnson@guernseycounty.org](mailto:jjohnson@guernseycounty.org) or mailed to Clerk of Courts, Attention Jennifer Johnson, 801 Wheeling Avenue, Cambridge, Ohio 43725. Deadline is January 3, 2025.