POSITION AVAILABLE:

Deputy Clerk

POSTING DATE: **Tuesday, July 13, 2021**
DEADLINE TO APPLY: **Open until filled**

DEPARTMENT: Common Pleas/Juvenile Division
LOCATION: Ravenna, OH

STARTING SALARY: $14.35/hour; negotiable based on experience

WORKING HOURS: 8:00 a.m. – 4:00 p.m., Monday – Friday

MINIMUM QUALIFICATIONS:

High school diploma or equivalent with vocational/technical training in business or office procedures or a related field and two years of related experience; or any combination of education and experience that provides the requisite knowledge, skills, and abilities for the job is required.

EXAMPLE OF DUTIES:

Under the general supervision of the Chief Deputy Clerk, performs a variety of complex clerical tasks involved in the processing, reviewing, and filing of legal documents pertaining to Juvenile Court matters. Provides direction and assistance on Juvenile Court matters to attorneys and the public. Opens case files, receipts monies, provides counter assistance, typing, filing, copying, data entry, review files for court action, and closes cases.

Must possess critical skills and expertise. Capabilities in record-keeping, office procedures, and legal procedures. Proficiency in operating a personal computer and using or being able to learn court's case management system and Microsoft Office products, such as Word, Outlook, and Excel. Ability to maintain utmost confidentiality. Demonstrated dependability, reliability, and excellent attendance record. Professional appearance and demeanor. Ability to interact and maintain effective working relationships with Judge, Magistrate, employees, lawyers, and persons conducting business with the court. Must have good time management skills and be highly organized and detail-oriented. Must have reliable transportation. Must pass a criminal background check, including driving record and pre-employment drug test Must have Notary Public Commission or obtain Notary Public Commission within three months of employment.

For full job description, click HERE.

HOW TO APPLY:

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities
- APPLICATIONS, COVER LETTERS AND RESUMES CAN BE MAILED TO:

Michelle Zuponcic / Court Administrator
Portage County Juvenile Court
8000 Infirmary Road
Ravenna, Ohio 44266

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)