

# **ERIE COUNTY**

## **JOB POSTING #2021-014**

**POSITION:** PT Deputy Clerk

**DEPARTMENT:** Municipal Court

**SALARY:** \$14.40/hour During Probation  
\$15.00/hour After Probation

**POSTING DATE:** 8:00 a.m., March 18, 2021

**CLOSING DATE:** 4:30 p.m., March 25, 2021

### **MINIMUM REQUIREMENTS**

Completion of the twelfth (12<sup>th</sup>) grade or equivalent with courses in typing, office practice, and bookkeeping. One (1) years' experience in a legal office preferred. Must qualify for bond with no criminal record (including traffic). Knowledge of office practices and procedures, bookkeeping procedures and computer experience required. Must be able to correctly type fifty (50) words per minute. Must possess skill in the use of adding machine and other related office equipment. Spanish speaking is helpful. Valid driver's license with an acceptable driving record is required.

Pre-employment physical and drug screen required.

An in-depth job description can be reviewed at the Human Resources Office at 2900 Columbus Avenue, Sandusky.

**Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, [www.eriecounty.oh.gov](http://www.eriecounty.oh.gov), where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at OhioMeansJobs at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department by 4:30 p.m., 3/25/21. EOE/AA/ADA**

Approved for Content Mary Wilson 03/15/21

Approved for Posting Phyllis Curif 3/15/21

## 2021-014    ERIE COUNTY JOB OPENING ANNOUNCEMENT

### Where Applications Taken:

Erie County Human Resources Office  
Erie County Services Center  
Second Floor, Room 207  
2900 Columbus Avenue  
Sandusky, Ohio 44870

Office Hours:  
8:00 a.m. till 4:30 p.m.  
Monday through Friday

### Where Postings Sent:

Erie County Care Facility	Human Resources
Erie County Court	Courthouse
Firelands Campus	
Ohio Business College	
Goodwill	
Health Department	C.A.C.
Newspaper	NAACP
SHS Vocational Ed.	Terra Tech
All County Bulletin Boards	Your Job Store

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### ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services.

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DEPARTMENT:    **Municipal Court**

POSITION:    **PT Deputy Clerk**

POSTING DATE:    8:00 a.m., Thursday  
March 18, 2021

LOCATION: 150 W. Mason Road  
Milan, OH 44846

CLOSING DATE:    4:30 p.m., Thursday  
March 25, 2021

WORKING HOURS: 8:00 a.m.-4:00 p.m. M, W, F

EFFECTIVE DATE: A.S.A.P.

SALARY: \$14.40/hour during Probation  
\$15.00/hour after Probation

### Description of Job:

Under general supervision, is responsible for assisting in performing a variety of clerical tasks to facilitate the paperwork involved in civil, criminal and traffic cases in the Erie County Municipal Court Office. Perform other related duties as required.

Essential Functions to be Performed:

- Receive, file, docket and index criminal, civil, traffic and small claims cases which may include trusteeships, appeals under the applied consent law and appeals under the twelve-point traffic law.
- Date-time stamp all pleadings, create folder, insert papers after procedures are completed and index in docket and pending suits index for civil cases.
- Docket judgment entries, including all costs and fines.
- Figure cost bill; enter costs on docket and accept payments.
- File pleadings in respective folders.
- Check in parties and process payments.
- Prepare files for court.
- Issue subpoenas and Subpoena Duces Tecum.
- Determine proper procedure required by law; i.e., type of summons, notice, or writ; type and issue same to respective persons by certified mail or personal service.
- Type and issue subpoenas; write in witness docket and index.
- Type and issue any of several legal forms when applicable; each paper filed or issued or returned after service must be noted on docket; for example; summons, notices, subpoenas, attachments, seizures, garnishments, orders, bills, executions, writs, certificates, bonds, and authentication.
- Process public records requests.
- Sort and distribute incoming mail.
- Apply deposits to accumulated costs.
- Make up deposit slips.
- Receive money, make change and issue receipt.
- Accept court cost deposits and record receipts.
- Process daily payments: check, cash, credit cards, etc.
- Greet visitors and answer telephone inquiries from the public.
- Assist in maintaining files and retrieving information.
- Scan court documents.
- Perform other related duties as assigned.

Minimum Qualifications:

- Knowledge of office practices and procedures.
- Computer experience; including, but not limited to Microsoft Word and Excel.
- Knowledge of bookkeeping procedures.
- Knowledge of public relations.
- Some knowledge of court system.
- Knowledge of legal terminology.
- Knowledge of English grammar, spelling, punctuation, and word usage.
- Ability to multi-task.
- Ability to add, subtract, multiply and divide.
- Ability to work with confidential information.
- Ability to follow oral and written instructions.
- Ability to file in alphabetic, numeric, and chronological order.
- Ability to copy and record accurately.
- Ability to sort and code items.

Minimum Qualifications (cont'd):

- Must be detail-oriented and have strong organizational skills.
- Ability to develop and maintain effective working relationships with associates, supervisors, and the general public.
- Skill in handwriting.
- Skill in typing accurately at least fifty (50) words per minute.
- Skill in using adding machine and other related office equipment.
- Must qualify for bond with no criminal record (including traffic).

Preferred Qualifications:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

- Graduate from high school which including courses in typing, keyboard, office practices and bookkeeping.
- One (1) years' experience in a legal office.
- Possession of a valid Ohio Driver's License with an acceptable driving record.

Physical Requirements:

- Alternate frequently between sitting/standing/walking throughout an eight (8) hour workday.
- Lift/carry a minimum of eight (8) pounds.
- Reaching with bilateral upper extremities into/up to/down to various heights.
- Push/pull with twenty (20) pounds of initial force.
- Climb onto stepladder (2 steps).
- Bend/squat/crouch/kneel.
- Able to ascend/descend stairs.

**WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE**