

# **Job Posting**

## **South Euclid Municipal Court**

### **Job Description**

Job Title: Full-Time Deputy Clerk

Department: Clerk's Office

Reports to: Clerk of Court and Chief Deputy Clerk

Benefits include: Paid Legal Holidays, Health, Life, Dental, Vision, Paid Vacation and Sick Leave (following successful completion of probationary period).

### **Summary of Job**

Performs a variety of data processing, telephone duties and basic clerical activities. This position includes entering, maintaining, and updating all pertinent case information into the case management system. Requires good written and oral communication skills, assisting the public by counter, telephone, and email. Must exercise good judgment and apply prescribed procedures to routine matters.

### **Essential Duties and Responsibilities**

Include by not limited to the following:

- Process case files in a timely, accurate, and neat manner.
- Prepare garnishments, bank attachments, releases, requests for hearing, liens, transfers, satisfactions, certificates, and requests for copies of filings in a timely, accurate, and neat manner.
- Enter case information into the computerized case management system, process motions and orders, schedule hearings, and send notices in a timely, accurate, and neat manner.
- Act as liaison between the clerk's office and court room.
- Assist in processing and distributing incoming and outgoing mail.
- Serve as contact for parties and attorneys by receiving filings, mail, and other correspondence.
- Answer telephones and emails, giving general information in response to public requests.
- Greet and assist the public at the counter, answering questions and accepting filings.
- Receipt and process payments, with daily tally and submission of receipted moneys.
- Retrieve information from files manually and electronically.
- Assist in training employees as required.
- Assist in file room maintenance.
- Other duties as assigned.

### **Qualifications**

Individuals must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Individual must be a citizen of the United States and must be bondable.

## **Education and/or experience**

- Experience dealing with the public along with data processing and clerical skills.
- Good typing skills, including accurate keyboarding.
- Experience with Microsoft Windows and Microsoft Office programs.
- Good oral and written communication skills.
- Completion of High School or equivalent.
- College degree in Criminal Justice, Business Administration, or other relevant area of study preferred.

## **Language Skills**

Basic knowledge of office terminology and practices. Ability to convey information to the general public and co-workers effectively, tactfully, and courteously in standard business English.

## **Mathematical Skills**

Basic math skills required (addition, subtraction, multiplication, etc.). Knowledge of bookkeeping preferred.

## **Reasoning Skills and Human Relation Skills**

Ability to solve practical problems and deal with court patrons in a reasonable manner. Ability to interact with the public, litigants, attorneys, defendants, city employees, and co-workers in an even-tempered, patient, and courteous manner.

## **Physical Demands**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions. While performing the duties of this job, the employee is required to exert light physical effort working almost exclusively with lightweight materials or short periods in difficult work positions. Work involves reaching, walking, standing, lifting, fingering, grasping, and other repetitive motions. Occasionally, this job requires climbing, stooping, kneeling, pushing, pulling, and lifting. Must be able to lift 25 lbs. Vocal expressions are required for expressing or exchanging ideas with the public and co-workers by means of spoken work; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communication and/or make fine distinctions in sounds. Specific = vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus to prepare and analyze written or computer data, to determine the accuracy, neatness, and thoroughness of work and to observe general surroundings and activities. The worker is not substantially exposed to adverse environmental conditions. The noise level in the work environment is usually moderate, but is occasionally noisy.

## **APPLICATIONS BEING ACCEPTED**

**South Euclid Municipal Court**

**Deputy Clerk of Court**

Position: **Full-Time Deputy Clerk of Court**

Job Description: SEE ATTACHMENT

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**The South Euclid Municipal Court is an Equal Opportunity Employer**