

Job Posting

South Euclid Municipal Court

Job Description

Job Title: Full-Time Deputy Clerk

Department: South Euclid Municipal Court Clerk's Office

Reports to: Clerk of Court and Court Administrator

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

Includes, but 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.
- Other duties as assigned.

Qualifications

Individuals must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities 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.

Work Environment: Office. Sedentary work; exerting negligible force; 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, occasional walking, standing, lifting, fingering, grasping, and other repetitive motions.

The South Euclid Municipal Court does not discriminate against any person because of race, color, religion, sex/gender, national origin, age, ancestry, disability, sexual orientation or gender expression, genetic information, military or veteran status.

APPLICATIONS BEING ACCEPTED

South Euclid Municipal Court

Deputy Clerk of Court

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

Job Description: SEE ATTACHMENT

Contact: **Evan Szirony**, Clerk of Court

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The South Euclid Municipal Court is an Equal Opportunity Employer