

## **Carroll County Clerk of Courts Legal Department**

### **Description of the Job:**

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

### **Essential Functions to be Performed (including, but not limited to):**

- Receive, file, docket and index criminal, civil, domestic, foreclosure and tax foreclosure cases
- Prepare and maintain records and case files for the Seventh District Court of Appeals
- Prepare, file and record Certificate of Judgment Liens
- File and Record State Tax Liens
- Date-time stamp all pleadings, create folder, insert papers after procedures are completed and keep docket in each case up to date.
- Journalize and docket all judgment entries, including all costs and fines.
- Figure cost bill; enter costs on docket and accept payments.
- File pleadings in respective folders.
- 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 as directed by attorney or pro se litigate
- Type and issue 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.
- Do Daily Deposits
- 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.
- Perform other related duties as required.
- Scan court documents.
- Explains **procedures** or forms to parties/general public
  - **(WITHOUT GIVING LEGAL ADVICE) – (GIVING LEGAL ADVICE WILL BE GROUNDS FOR DISMISSAL)**

### **Equipment Operated, Knowledge, Skills and Abilities:**

- Values and appreciates the public
- Ability to prepare work neatly and precisely
- Ability to type and operate standard office equipment, i.e., copiers, fax, etc.
- Ability to work with minimal supervision after a training period
- Ability to maintain harmonious working relationships with the public and employees
- Ability to converse with individuals in person or on the telephone
- Ability to be firm and assertive
- Ability to deal with irate and upset clients

- Ability to multi-task and function in a stressful, fast-paced environment
- Ability to work with frequent interruptions
- Ability to prioritize work assignments and manage time effectively
- Ability to research, gather information, and maintain records with accuracy
- Ability to communicate effectively, both orally and in writing
- Knowledge of legal terminology
- Knowledge of Ohio Revised Code, Administrative Rules, Civil Rules, Rules of Superintendence
- Hearing ability sufficient to hold conversation with other individuals both in person and by telephone
- Visual ability sufficient to effectively operate equipment such as copier, computer and printer, to read and write correspondence and instructions
- Speaking ability sufficient to communicate effectively with other individuals in person and by telephone
- Physical dexterity sufficient to effectively type using keyboard, operate equipment, and perform daily work
- Familiarity of computer and computer programs including, but not limited to, Microsoft Windows, other Microsoft programs including Microsoft Word

#### **Minimum Qualifications:**

- Knowledge of office practices and procedures.
- Computer experience; including but not limited to Microsoft Word and Excel.
- Knowledge of public records.
- Some knowledge of court system.
- Some knowledge of legal terminology and procedures
- 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.
- 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 50 words per minute.
- Skill in using adding machine and other related office equipment.
- Must be punctual

#### **Qualifications:**

- Requires a High School diploma or equivalent;
- the ability to read, write, use basic mathematics, and collect and record money transactions;
- computer skills sufficient to navigate through multiple programs;
- At least one year clerical and data entry experience is preferred
- Strong customer relations skills and experience with the court and legal terminology are encouraged.

**Physical Requirements:**

- Alternate frequently between sitting/standing/walking throughout an eight (8) hour workday.
- Lift/carry a minimum of eight (8/10) pounds.
- Reaching with bilateral upper extremities into/up to/down to various heights.
- Climb onto ladder.
- Bend/squat/crouch/kneel.
- Able to ascend/descend stairs.

**Work Hours:**

Monday – Friday 8:00 a.m. to 4:00 p.m. (this is a 35-hour work week- non paid lunch hour)

90-day probationary period

**\*You will be crossed trained to work in the Title Department**

**May require submission to a criminal history background check and drug testing for employment. The selected candidate must successfully complete a probationary period.**

SUBMIT RESUMES VIA E-MAIL TO: [CBUDINSKY@CARROLLCOUNTYOHIO.US](mailto:CBUDINSKY@CARROLLCOUNTYOHIO.US) & [WOHLWEND@CARROLLCOUNTYOHIO.US](mailto:WOHLWEND@CARROLLCOUNTYOHIO.US)

**PLEASE NO PHONE CALLS!**

**POSTING PERIOD: JANUARY 25, 2021 – FEBRUARY 5, 2021 AT 4:00 P.M.**

**This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.**

**The provisions of this job description do not constitute a contract, expressed or implies, and any provision contained in this description may be modified or revoked without notice**