

CUYAHOGA COUNTY PROBATE COURT

NOTICE OF JOB VACANCY

TITLE OF POSITION: Deputy Clerk, Accounts Department

IMMEDIATE SUPERVISOR: Court Administrator/Department Supervisor

NORMAL WORKING HOURS: Monday- Friday 8:30 a.m. - 4:30 p.m.

ANNUAL SALARY RANGE: Based on experience: Salary Range \$39,000.00-\$45,000.00

MINIMUM REQUIREMENTS: A position in this class involves document review and general clerical duties. The work requires independent judgment in verifying the accuracy of the information being processed and the ability to use multiple applications. Computer skills are required. Serves at the pleasure of the Presiding Judge.

ESSENTIAL FUNCTIONS

An Accounts Clerk is a position that is responsible for performing a variety of audit functions in connection with periodic and final settlement audits of decedent's estates, trusts, and guardianship accounts. Detailed financial review of authorized transactions to verify or establish income, expenditures, and reimbursements is also required. A position in this class generally has experience with probate court procedures and legal terminology. This class involves high volume data into a computer terminal and general clerical duties. This work requires independent judgment in verifying the accuracy of the information being processed and the ability to use multiple applications. Computer skills are required. An Accounts Clerk serves at the pleasure of the Presiding Judge.

REQUIREMENTS

Associate degree (2 years of college) required. Bachelor's degree (4 years) preferred. Should have the ability to read, write, use basic mathematics and manage monetary transactions. Proficiency in computer skills including: Word and Microsoft Windows and other Microsoft products (Excel). Excellent oral and written communication skills; organizational skills; interpersonal skills to maintain cooperative and effective working relationships; ability to follow instructions, balance projects and meet deadlines. A candidate must possess qualities of fairness, have the highest integrity, and must maintain the confidentiality of Court information.

APPLICATION PROCEDURE

Proof of education and employment references will be required before final interview. May require submission to a criminal history background check and drug testing for employment. The selected candidate must successfully complete a probationary period.

Posting Period: Until Filled Letter of interest and resume is to be submitted	Contact Person: Magistrate Jennifer A. Alexander Court Administrator Email: jalexander@cuyahogacounty.gov	Address: Cuyahoga County Probate Court ATTN: Magistrate Jennifer A. Alexander. Court Administrator 1 Lakeside Avenue West, Room 219G Cleveland, OH 44113
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THE CUYAHOGA COUNTY PROBATE COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP, AGE, OR ANCESTRY OF ANY PERSON.