

CUYAHOGA COUNTY PROBATE COURT

NOTICE OF JOB VACANCY

TITLE OF POSITION:	Deputy Clerk
IMMEDIATE SUPERVISOR:	Court Administrator/Director of Clerk's Office
NORMAL WORKING HOURS:	Monday- Friday 8:30 a.m. - 4:30 p.m.
ANNUAL SALARY RANGE:	Based on experience: Salary Range \$38,500.00-\$40,500.00
POSITION DESCRIPTION:	A Deputy Clerk position in this class involves working with the public, processing legal case filings and general clerical duties, including financial transactions. The position requires attention to detail and independent judgment verifying legal case data and document submissions from patrons. Prior experience with docketing, case management systems and public service preferred. The position will also provide clerk support for E-Filings and patrons using the E-File Gateway. In all aspects of the position duties, the applicant must be able to provide friendly and efficient customer service. Serves at the pleasure of the Presiding Judge.

ESSENTIAL FUNCTIONS

- Provides exceptional customer service assisting customers at the filing counter or over the telephone, including reviewing documents presented, ensuring information is complete, and required information provided; collect filing fees or other required payments, issue receipts, post collected monies; provide patrons forms and procedural information for filing. Process mail pleadings, reviewing documents, verifying that payment is included, writing responses as needed.
- Docket appropriate information for pleadings in an accurate and timely manner including selecting the correct docket code for the document, entering information in the appropriate fields in the computer system.
- Data entry as required for initiating and docketing cases.
- Assist the E-File Department with phone support, digital document review and payment via the E-File Gateway.

REQUIREMENTS

Associate degree (2 years of college) or equivalent work experience preferred. Should have the ability to read, write, use basic mathematics, and manage monetary transactions. Proficiency in computer skills, including Microsoft 365 and WIN10/11 applications; specifically, Word, Excel, and related software; Excellent oral and written communication skills; customer service phone support skills; organizational skills including analytical thinking; 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

Send a letter of interest and resume to Contact listed below. Proof of education and professional employment references will be required before the 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:	Contact Person:	Address:
Continue until position is filled.	Magistrate Jennifer Alexander Court Administrator	Cuyahoga County Probate Court ATTN: Magistrate Jennifer Alexander Court Administrator
Submit letter of interest and resume.	Email: jalexander@cuyahogacounty.gov	1 Lakeside Avenue West, Room 219 Cleveland, OH 44113

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.