

CUYAHOGA COUNTY PROBATE COURT

NOTICE OF JOB VACANCY

TITLE OF POSITION: Deputy Clerk (E-File)

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 \$37,000.00 - \$40,000.00

MINIMUM REQUIREMENTS: A Deputy Clerk is a position in the following Probate department: E-File. A position in this class involves high volume data management and related clerical and technical duties. The work requires independent judgment verifying data and document submissions from patrons. Advanced computer skills are essential. Serves at the pleasure of the Presiding Judge.

ESSENTIAL FUNCTIONS

- Provide exceptional customer service by assisting patrons who use the Court’s E-File Gateway, including reviewing the documents presented for completion and basic requirements; answering related customer questions. Process account requests and related correspondence. Manage all email addresses for patrons filing at Court.
- Process digital files through workflow queues, entering additional information as needed in the appropriate fields in the computer system, coordinating with staff of all departments to process digital files.
- Assist the Deputy Director to develop, publish, and manage department content (guidelines, help documents, etc.) to expand and improve the E-File department’s services.
- Maintain all records of the Court.

REQUIREMENTS

Associate degree (2 years of college) or equivalent preferred for E-File Department; High School Diploma with work experience will be considered. Advanced proficiency in computer skills, including MS Office 365 and WIN 10/11 applications; specifically, Word, OneNote, Excel, PowerPoint, and related software. Excellent oral and written communication skills; organizational skills; interpersonal skills to maintain cooperative and effective working relationships; ability to follow instructions, identify time-sensitive filings and process filings timely and accurately. 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.

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| Posting Period: June 10, 2024 until filled. | Contact Person: Magistrate Jennifer Alexander Court Administrator Email: jalexander@cuyahogacounty.us | Address: Cuyahoga County Probate Court ATTN: Magistrate Jennifer Alexander Court Administrator 1 Lakeside Avenue West Cleveland, OH 44113 |
| Please submit a letter of interest and resume. | | |

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.