

FRANKLIN MUNICIPAL COURT
Warren County, Ohio

POSITION: Deputy Clerk
CLASSIFICATION: Full-Time, Unclassified, Non-bargaining
PAY RANGE: Starting at \$19.53 / Hourly

I. Immediate Supervisor: Clerk of Court

II. Essential Functions of the Position:

- Responsible for assisting the public, attorneys and other stakeholders with inquiries pertaining to the Court by telephone, in person, or email.
- Issues receipts for all monies received from online, phone or in person transactions. Capable of keeping balance of a daily cash drawer.
- Enter confidential data into the Court's management system to prepare the Court's docket and attorney filings.
- Perform record checks submitted by the public and other stakeholders.
- Processes accurate documentation, reports, records and forms utilizing various office equipment such as computers, video conferencing system, scanners, fax machines, copiers, etc.
- Prepares subpoenas, warrants among other documents, and arrange for service based on Court process.
- Scan documents into the Court's Management System by according to the Court's record retention process.
- Assist colleagues when necessary due to scheduling, volume, or staffing requirements.
- Attend meetings and trainings determined to be beneficial as directed by the Court Administrator and Clerk of Court.
- Understand the Court's responsibilities, functions, organizational structure and purpose.
- Effectively communicate with team members and other various Court contacts.
- Performs all other office related duties as assigned by the Clerk of Court.
- Maintain professionalism and confidentiality.

III. Notice of "At Will" Position: The person(s) employed under this job classification serves solely at the pleasure of the Judge and Clerk of Court "AT WILL" positions can be terminated or modified without cause with no recourse, totally upon the discretion of the Judge and/or his designees

IV. Requirements:

The ideal candidate must be eager to learn, committed to excellence, team oriented, effectively manage time and tasks, detailed oriented and:

- Possess High School Diploma or a combination of education, experience and training, which indicates sufficient skills to complete the job in this directive.
- Skilled in providing optimal customer service.
- Typing skills to quickly and accurately enter, access, update and manipulate data.
- Knowledge of Microsoft Office programs such as, TEAMS, Outlook, Excel.
- Ability to become proficient in job tasks within a six (6) month period.
- Independent worker able to organize, track and prioritize a heavy workflow with strong follow-through skills.

In addition to the above, the following competencies are considered during the hiring process and are

integral to the position:

Knowledge, Skills and Abilities: Possesses, acquires and maintains the technical/professional expertise required to do the job effectively and competently.

Stress Tolerance: Maintains effective performance under pressure; handling stress in a manner that is acceptable to others and to the organization. Stays calm and even-tempered when handling crises, stressful situations, continuous change, or unexpected developments.

Cultural Competence: Values an inclusive organization where the differences of all people are respected, valued and utilized towards achieving common goals. Respects and relates well to people from varied backgrounds, understands diverse worldviews, and supports equal and fair treatment.

Collaboration: Develops and maintains effective working relationships with coworkers using strong interpersonal skills to meet mutual goals and objectives. Obtains cooperation from others; seeks and encourages win-win alternatives.

Dependability and Reliability: Personally responsible and self-motivated; completes work in a timely, consistent manner; demonstrates regular and punctual attendance; is committed to doing the best job possible; diligently follows through on commitments and consistently meets deadlines.

Applicants: Resumes may be submitted to: Clerk of Court and Court Administrator
ATTN: Nikki Simpson and Mandy Weist
nhowell@franklinohio.org
aweist@franklinohio.org

The person selected will undergo a background investigation, fingerprinting and random drug testing.

The Court, through its funding authority City of Franklin, provides full-time employees with a wide range of benefits including Health, Dental and Life/AD&D insurance as well as vacation, personal and sick time. All full-time employees participate in the Ohio Public Employees Retirement System (OPERS)

The Franklin Municipal Court commenced operation in 1952. The Current Judge, Ronald W. Ruppert was elected Judge of the Franklin Municipal Court and began serving his term on January 1, 2018.

The Franklin Municipal Court is committed to providing the citizens of Franklin, Franklin Township and Carlisle a forum to resolve matters fairly and impartially, enforce the rule of law, ensure public safety and protect the rights of individuals of the Community.

THE FRANKLIN MUNICIPAL COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE ON THE BASIS OF: RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY, AGE OR ANCESTRY OF ANY PERSON.