



# PORTAGE COUNTY

## POSITION AVAILABLE

### OPEN TO EMPLOYEES AND THE GENERAL PUBLIC

JOB TITLE:	Deputy Clerk
POSTING DATE:	December 1, 2022
CLOSING DATE:	December 16, 2022

DEPARTMENT: Portage County Clerk of Courts/ Traffic Criminal  
ADDRESS: 203 W. Main Street, Ravenna, Ohio 44266  
APPOINTING AUTHORITY: Portage County Clerk of Courts  
WORK SCHEDULE: Monday - Friday, 8:00 am - 4:00 pm  
SALARY RANGE: 18.00 + depending on education, experience, and qualifications

#### MINIMUM QUALIFICATIONS:

High school diploma or GED required. Must have a valid Driver's License.

#### JOB DESCRIPTION:

Assist the public, attorneys, law enforcement officials, and judicial staff in the process of court files and cases. Process criminal complaints. File traffic ticket information electronically and research incomplete information. Process court motions throughout the judicial system. Research and answer question or direct inquires by phone, and in person, on court cases and proceedings. Issue and recall arrest warrants. Complete court case information to process dispositions. Administer oaths, certify affidavits, depositions, and acknowledgements. Prepare driver's license suspensions and release suspensions per State Bureau of Motor Vehicle procedures. Researching information on old cases. Receiving and receipting payment for fines and court costs and monies for bonds. Maintain complex court records. Record all proceedings of the court into the computer. Correctly interpret Judges' orders for court cases and provide documentation to various parties. Prepare jail commitments. Perform other related duties of a deputy clerk as instructed by a supervisor including working at the counter as needed.

#### HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS MUST BE RECEIVED BY 4:00 P.M. ON THE CLOSING DATE LISTED ABOVE.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: [www.co.portage.oh.us](http://www.co.portage.oh.us) OR PICKED UP ON THE 7<sup>th</sup> FLOOR OF THE ADMINISTRATION BUILDING.
- Mail APPLICATIONS & RESUMES TO:  

PORTAGE COUNTY CLERK OF COURTS  
ATTN: DEBBIE BAIRD, ADMINISTRATIVE DIRECTOR  
203 W. MAIN STREET  
RAVENNA, OHIO 44266
- [dbaird@portageco.com](mailto:dbaird@portageco.com)

Portage County is an equal opportunity employer (EOE)