

**COURT OF COMMON PLEAS
JUVENILE DIVISION
PORTAGE COUNTY, OHIO**

POSITION:

Deputy Juvenile Court Clerk

DESCRIPTION:

Under the general supervision of the Chief Deputy Clerk, performs a variety of complex clerical tasks involved in the processing, reviewing, and filing of legal documents pertaining to Juvenile Court matters. Provides direction and assistance on Juvenile Court matters to attorneys and the public. Opens case files, receipts monies, provides counter assistance, reviews files for court action, prepares statistical reports, and closes cases. This is a full-time position (40 hours per week).

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High school diploma or equivalent with vocational/technical training in business or office procedures or a related field and two years of related experience; or any combination of education and experience that provides the requisite knowledge, skills, and abilities for the job is required.

POSITION REQUIREMENTS:

Must possess critical thinking skills. Capabilities in record-keeping, office procedures, and legal procedures. Proficiency in operating a personal computer and using court's case management system and Microsoft Office products, such as Word, Outlook, and Excel. Ability to maintain utmost confidentiality. Demonstrated dependability, reliability, and excellent attendance record. Professional appearance and demeanor. Ability to interact and maintain effective working relationships with Judge, Magistrate, employees, lawyers, and persons conducting business with the Court. Must have suitable time management skills and be highly organized and detail oriented. Must have reliable transportation. Must pass a criminal background check, including driving record and pre-employment drug test.

COMPENSATION:

SALARY: \$18.00/hr. + depending on education, experience, and qualifications as determined by the Judge.

BENEFITS:

P.E.R.S., health insurance coverage, and vacation after first year of public service.

SEND COUNTY APPLICATION, RESUME AND COVER LETTER TO:

Jennifer Schwartz, Court Administrator|Magistrate

Portage County Juvenile Court

8000 Infirmary Road

Ravenna, Ohio 44266

jschwartz@portageco.com

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED