



# PORTAGE COUNTY

## Court of Common Pleas

### Probate/Juvenile Division

#### *JOB OPPORTUNITY*

Portage County is an Equal  
Opportunity Employer (EOE)

**Position:** Deputy Probate Clerk

**Reports to:** Chief Deputy Clerk

**Location:** 203 W. Main Street, Ravenna, OH 44266

**Salary Range:** \$18.00 per hour +

**Classification:** Unclassified / Exempt  
Serving at the pleasure of the Judge

**Deadline to Apply:** Applications will be  
accepted until the position is filled

#### POSITION SUMMARY

Under the general supervision of the Chief Deputy Clerk, perform a variety of complex clerical tasks involved in the processing, reviewing, and filing of legal documents pertaining to Probate Court matters. Provide direction and assistance on Probate Court matters to attorneys and the public. Open case files, receipt monies, provide counter assistance, review files for court action, prepare statistical reports, and close cases.

#### KEY RESPONSIBILITIES

- Provide exceptional customer service by assisting customers at the counter or over the telephone, including reviewing documents and ensuring that the required information is provided and complete; determine and collect any costs or fees required; receipt collected monies; answer any customer related questions.
- Proofread documents for grammar, typos, format, and accuracy; docket information in an accurate and timely manner; enter information in the Court's case management system; issue appropriate notices and distribute pleadings to the proper departments or parties; generate documents upon customer request; keep case file information in order as defined by statute and department procedures.
- Process incoming mail and prepare and coordinate service processing, including collecting new cases and service requests from the mail or the counter; arrange for service based on standard procedures; update the status in the case management system; process failure of service attempts.
- Scan documents into the case file database and verify the accuracy of the scanned document, make appropriate corrections, and inform the supervisor of potential problems.
- Provide assistance to colleagues in the department when necessary, due to scheduling, volume, or staffing requirements.
- Maintain an effective system of communication throughout the organization.
- Attend staff meetings and trainings as directed.
- Understanding of the Court's responsibilities, functions, organizational structure and purpose.
- Ability to successfully deal with the public including parties, witnesses, attorneys or the public in general, and have the ability to get along with others and all other duties as assigned.

#### REQUIRED QUALIFICATIONS

- Must possess the knowledge, skills, and abilities as listed above.
- 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.

#### **KNOWLEDGE, SKILLS, AND ABILITIES — To perform this job successfully, an individual must demonstrate the following:**

- Knowledge of record-keeping, office procedures, and legal procedures.
- Proficiency in operating a personal computer and ability to learn court's case management system and Microsoft Office products, such as Word, Outlook, and Excel.
- Ability to maintain utmost confidentiality.
- Effective time management, reliability, dependability, and punctuality.
- Professional appearance and demeanor.
- Ability to interact and maintain effective working relationships with Judge, Magistrates, staff, lawyers, and persons conducting business with the Court.
- Superior organizational skills.

#### **WORKING CONDITIONS**

Tasks are regularly performed indoors in a court and office without exposure to adverse environmental conditions.

#### **WORK HOURS**

8:00 a.m. to 4:00 p.m. Monday – Friday (full time), with the potential for other hours at the discretion of the Court.

#### **BENEFITS**

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

#### **HOW TO APPLY**

##### **APPLY ONLINE AT:**

<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>

Please submit a resume and cover letter when completing the online application.

Must be 21 years of age. Must have a valid operator's license, clean driving record, and reliable transportation. Must pass a criminal background check and pre-employment drug screen.

This job description is illustrative of the types of duties typically performed in this position. It is not intended to be an exhaustive listing of each and every essential function of the job. The Court reserves the right to add, change, and/or delete essential functions from this position at any time.