



# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

**Agency:** Clerk of Courts  
**Name:**  
**Class Title:** Deputy Clerk (Common Pleas)  
**Supervisor's Title:** Lead Deputy  
**Supervises:** N/A

**Unit:**  
**Position Title:** Deputy Clerk  
**Class Number:** 51131  
**Number:** N/A

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### JOB DUTIES: In order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: (\* indicates developed after employment)

- 50% (1) Scans files into computer (e.g., new cases, pleadings, etc.) to enable judges to review cases on computer instead of physically pulling files. Performs other clerical functions; files paperwork after scanning; ensures accuracy of work; assists general public with inquiries (e.g., copies records, issues documents, etc.); responds to routine and sensitive inquiries and complaints from officials, attorneys, general public, etc.

**Knowledge of:** (a); \* (b); (c)\*.  
**Skill in:** (d); (e).  
**Ability to:** (g); (h); (i); (j); (k); (l); (m).

- 25% (2) Receives and processes all documents for new and pending cases involving civil, small claims, criminal, court of appeals, etc.; prepares journal entries of judgments, assignments, dockets, numbering, indexing, jacketing, etc.; issues writs, warrants, subpoenas, certification of judgment, releases, pre-trial and hearing notices, commitment papers, etc. Prepares and computes court costs bills; collects fees, fines, bonds, filing fees, etc.; records and issues all receipts.

**Knowledge of:** (a); \* (b); (c)\*.  
**Skill in:** (d); (e).  
**Ability to:** (g); (h); (i); (j); (k); (l); (m); (n).

- 20% (3) Processes passport applications; notarizes, certifies and witnesses documents; types billings, juror lists, notifications, etc.; inputs data through CRT as required; notifies, swears and seats jurors and witnesses; schedules and reschedules court cases; maintains judges book; issues employee certificates; processes checks. Processes mail, answers telephone, responds to routine and sensitive inquiries and complaints from officials, attorneys, general public, etc.; performs other clerical functions (e.g., copies records, issues documents, files, etc.).

**Knowledge of:** (a);\* (b); (c).\*  
**Skill in:** (d); (e).  
**Ability to:** (g); (k); (l); (m); (n).

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**Name:** **Position Title:** Deputy Clerk (Common Pleas)  
**Class Title:** Deputy Clerk (Common Pleas) **Class Number:** 51125

5% (4) Performs miscellaneous duties; attends training sessions, seminars, and meetings, as required; cross-trains to perform duties of other departments within the Clerk of Courts' Office; safeguards confidential information at all times.

**Knowledge of:** (a);\* (b); (c)\*.

**Skill in:** (d); (e); (f).

**Ability to:** (g); (h); (i); (j); (k); (l); (m); (n).

### OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** (a) office practices and procedures; \* (b) department policies and procedures; (c) court filing procedures.\*

**Skill in:** (d) computer operation; (e) use of modern office equipment; (f) motor vehicle operation.

**Ability to:** (g) carry out detailed but basic written or oral instructions; (h) sort items into categories according to established methods; (i) copy records precisely without error; (j) arrange items in numerical or alphabetical order; (k) maintain records according to established procedures; (l) communicate effectively; (m) develop and maintain effective working relationships; (n) calculate fractions, decimals, and percentages.



