

**SANDUSKY COUNTY**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

<b>Agency:</b> Clerk of Courts	<b>Unit:</b>	
<b>Name:</b>	<b>Position Title:</b>	Deputy Clerk (County Courts)
<b>Class Title:</b> Deputy Clerk (County Courts)	<b>Class Number:</b>	51151
<b>Dept./Div.:</b> County Courts	<b>Civil Service Status:</b>	Unclassified
<b>Reports To:</b> County Court Supervisor	<b>Employment Status:</b>	Full-time
<b>Pay:</b> Resolution	<b>FLSA Status:</b>	Non-exempt

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education supplemented by bookkeeping and computer operation experience, plus one and one-half (1 ½) years general office experience, or an equivalent combination of education, training or experience.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid Ohio driver's license; must possess or be able to obtain a Notary Public commission.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Computer, printer, copy machine, facsimile machine, calculator, typewriter, credit card machine.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** For purposes of ORC 4167.

The employee is exposed to, must negotiate, use or work with or in the vicinity of general office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers and the general public, including emotionally distraught individuals.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
 (Approval of Appointing Authority)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 Employee Signature)

\_\_\_\_\_  
 (Date)

ADOPTED: ___/___/___	REVISION # ___: ___/___/___	APPROVED BY: _____
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# SANDUSKY COUNTY

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## POSITION DESCRIPTION

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<b>Agency:</b>	Clerk of Courts	<b>Unit:</b>	
<b>Name:</b>		<b>Position Title:</b>	Deputy Clerk (County Courts)
<b>Class Title:</b>	Deputy Clerk (County Courts)	<b>Class Number:</b>	51151
<b>Supervisor's Title:</b>	County Court Supervisor	<b>Number:</b>	
<b>Supervises:</b>	N/A		
<b>Normal Working Hours:</b>			

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION:

40% (1) Receives and processes all documents for civil, small claims, traffic, criminal and Court of Appeals; issues writs, warrants, summons, subpoenas and other court orders; schedules hearings and sends notices; prepares commitments to jail.

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

30% (2) Prepares and computes court cost bills; collects fees, fines, bonds; records and issues receipts; reconciles cash book with receipts, deposits and disbursements; prepares daily, weekly, monthly reports (e.g., County Auditor, State Treasurer, Supreme Court, etc.) by daily data entry.

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

15% (3) Certifies and witnesses documents; notifies, swears in and seats jurors; prepares certifications; maintains court docket reporting to Supreme Court.

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

10% (4) Performs other clerical functions; processes mail, answers telephone, responds to routine and sensitive inquiries and complaints from officials, general public, etc.; copies records; files documents.

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

**Skill in:**           (e); (m); (n).

**Ability to:**       (f); (g); (h); (i); (j); (k); (r); (s).

5%   (5)   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.

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

**Skill in:**           (e); (m); (n); (t).

**Ability to:**       (f); (g); (h); (i); (j); (k); (o).

**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) legal terminology; (d) court filing procedures;\* (l) bookkeeping; (q) courtroom procedures.

**Skill in:**           (e) computer operation; (m) adding machine or calculator operation; (n) use of modern office equipment; (t) motor vehicle operation.

**Ability to:**       (f) carry out instructions in written or oral form; (g) maintain records according to established procedures; (h) copy records precisely without error; (i) communicate effectively; (j) arrange items in numerical or alphabetical order; (k) develop and maintain effective working relationships; (o) calculate fractions, decimals and percentages; (p) compile and prepare reports; (r) handle sensitive inquiries from and contacts with officials and general public; (s) resolve complaints.

\_\_\_\_\_  
Signature of Agency Representative / Date