



# Lorain County Domestic Relations Court

## Position Description

### **Classification Title: Legal Services Clerk**

FLSA Status:	Non-exempt	Employment Status:	Full-time
Exemption Type:	N/A	Reports To:	Team Leader
Civil Service Status:	Unclassified	Division:	Juvenile Clerks

### **DISTINGUISHING JOB CHARACTERISTICS**

Performs clerical duties in support of the Clerk of Courts' Office with the application of some independent judgment and the interpretation of routine policies and procedures based on training and experience.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.*

Receives documents and forms to be filed with the Lorain County Juvenile Clerk of Courts Office; reviews documents for accuracy, completeness, and adherence to court standards; files documents and forms in the appropriate case file or creates a new file if needed; assigns case numbers; maintains court journals.

Receives and responds to telephonic inquiries from the public and/or officials regarding court documents; retrieves documents from files as requested; researches case history and/or filings as needed; makes copies of public filings upon request.

Generates various legal documents issued by the Clerk's office; prepares and issues summons, subpoenas and service of certified court documents by certified and regular mail.

Receives and processes juvenile complaints from the prosecutor's office; enters complaints in case management system; issues copies to appropriate parties and attorneys of record; prepares folder and maintains files.

Processes payments for restitution, program fees, and traffic tickets; collects court costs and fines; issues receipts; verifies monies received against records to ensure accuracy.

Assists with military requests for juvenile history; assists with background checks for employment; prepares court attendance excuse letters.

Receives and sends faxes; Scans/images documents for inclusion in the court's case management system.

Retrieves records from the Lorain County Records Retention Center when needed; provides clerical support to other Domestic Relations Court departments as needed and directed.

Demonstrates regular and predictable attendance; meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

### **OTHER DUTIES AND RESPONSIBILITIES**

As directed by Chief Deputy Clerk or team leader.

### **SCOPE OF SUPERVISION**

None

### **EQUIPMENT OPERATED**

Computer; printer; telephone, adding machine, fax machine, copier, scanner/imager, shredder and other general office equipment.

### **CONTACTS WITH OTHERS**

Contacts with other persons within the Court on routine matters; or occasional simple question and answer contacts with other divisions, departments or persons outside of the Court to furnish or obtain information requiring ordinary courtesy and tact. Contacts include, but are not limited to, the general public, court staff, Attorneys, Magistrates, and Judges.

### **CONFIDENTIAL DATA**

Work involves some confidential data of major importance such as client records, medical and mental health reports, police reports or other information, which if disclosed, may have a pronounced adverse internal or external effect detrimental to the Court's interest; or contrary to recognized professional ethics.

### **WORKING CONDITIONS**

Work is performed in an office setting under good conditions with occasional exposure to noise, dust, heat or some other disagreeable element. Occasionally, may be required to transport files offsite to/from the Records Center.

### **USUAL PHYSICAL DEMANDS**

*The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing the duties of this job, the employee is required to sit, speak clearly and to hear. Work is essentially sedentary with occasional walking, standing, bending, reaching and lifting and carrying items up to 20 pounds such as papers and files or moving supplies and equipment. Employee converses with others in person and by telephone. Vision demands include concentrated close, relatively detailed vision when using a computer screen, usually more than 50% of the time with the remainder of time requiring only normal attention.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** computerized office programs, including but not limited to the court's case management program; standard English grammar, basic arithmetic and general office practices; general court and office policies and procedures; Clerk's Office operations and processes; some knowledge of local rules, rules of the Court, state statutes, legal procedures and legal terminology.

**Ability to:** read, write and understand the Standard English language, effectively work and communicate verbally and in writing with co-workers, other court staff, program participants and their families, and members of the general public, demonstrate sensitivity to professional ethics, gender, cultural diversities and disabilities. Ability to serve the public with diplomacy and respect, including occasional encounters with irate/difficult individuals. Ability to exercise patience, objectivity, maturity, effectiveness under stress, initiative and adaptability.

**Skill in:** operating personal computer; general typing; word processing; reading, copying and recording data; arranging items in alphabetical, numerical and subject order; operating general office equipment.

### **QUALIFICATIONS**

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: high school degree, GED or equivalent and 1 to 3 years of experience as a clerk in a court setting.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Possession of a valid Ohio driver's license and a demonstrated safe driving record. Must be eligible to drive under the county commissioner's Driver/ Vehicle Risk Reduction Program.

### **LICENSURE OR CERTIFICATION REQUIREMENTS**

State Motor Vehicle Operators License and proof of insurance. May be required to be LEADS certified. May be required to be a Notary Public.

**This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.**

MANAGEMENT APPROVAL

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**Authorized Court Management Representative**

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**Date**

EMPLOYEE UNDERSTANDING

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**Employee**

\_\_\_/\_\_\_/\_\_\_  
**Date**