



# Lorain County Domestic Relations Court

## Position Description

### **Classification Title: Team Leader - Juvenile Clerk**

FLSA Status:	Non-exempt	Employment Status:	Full-time
Exemption Type:	N/A	Reports To:	Chief Deputy Clerk
Civil Service Status:	Unclassified	Division:	Juvenile Clerk of Courts

### **DISTINGUISHING JOB CHARACTERISTICS**

Performs a variety of departmental duties including typing and word processing. Responsible to maintain strong knowledge of departmental procedures and the oversight of Docket Clerks, Legal Services Clerks, and Counter Clerks. Team Leader classification will be an employee with proven experience and knowledge of Juvenile Clerk's Office operations and processes and works with a wide variety of situations and issues demonstrating good judgement and decision-making.

### **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.*

Works at counter to process filings and collect fines and court costs. Works with difficult cases and processes involving the exercise of judgment and experience and adherence to strict time constraints. Provides information and records to attorneys and general public as authorized. Answers telephone and provides information pertaining to hearings, support and other matters, and calls regarding custody cases.

Works directly with Judge and Bailiff on matters related to Court and Deputy Clerk functions including emergency custody situations.

Provides assistance and support to Chief Deputy Clerk/Assistant Chief Deputy Clerk in performing job responsibilities. Checks court files for judge's hearings.

Conducts performance evaluations, provides input into and participates in discipline, dismissal, and hiring processes.

Issues summons or warrants on adults for Failure to Comply with Court.

Dockets filings and journal entries for custody. Enters data for Child Support.

Certifies court documents for clients or attorneys on difficult matters requiring a high degree of responsibility, timeliness and accuracy.

Files contributing to minor children and education negligence cases referred by Prosecutor.

Runs schedules for Judges, Magistrates and Law Clerks. Pulls, checks and verifies files prior to hearings.

Prepares appeals for court of appeals on custody cases.

Handles and accounts for large amounts of money including court filing fees,

Issues subpoena's or summons. Sends warrants to the Sheriff's Department for commitments and jail releases.

Serves court documents upon clients or agencies involved with cases by certified mail and regular mail.

Files publications for service in local newspapers or postings throughout courthouses.

Registers new cases for child support, paternity division, and sends summons for cases. Registers and docket case for LCCS. Serves GAL.

Responsible for the training of Docket Clerk, Legal Services Clerk and Counter Clerk positions.

Responsible for insuring coverage in Team when a clerk is not present.

Responsible for running disk for BMV cases and sending report to BMV.

### **OTHER DUTIES AND RESPONSIBILITIES**

Provides assistance to other Clerks and Assignment Commissioners as needed. Any other duties as directed by the Chief Deputy Clerk

### **SCOPE OF SUPERVISION**

Docket Clerks, Legal Services Clerks and Counter Clerks.

### **EQUIPMENT OPERATED**

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

### **CONTACTS WITH OTHERS**

Regular inside and outside contacts with other departments to furnish or obtain information and solve client conflicts. Improper handling may affect results but primary responsibility rests with the next higher level of supervision. Contacts include Juveniles; parents and families; attorneys; law enforcement; BMV; other Courts; LCCS; Prosecutors; and Child Support Enforcement Agency.

### **CONFIDENTIAL DATA**

Work involves some confidential data of major importance such as juvenile records and files including psychological, mental health and chemical dependency evaluations, Judge's and Magistrate's decisions,

treatment assessments, police records (child/parents), medical reports, GAL reports, personal and financial information and school information which if disclosed, may have a pronounced adverse internal or external effect detrimental to the Court's interest, or contrary to professional ethics. Must have the ability to maintain confidentiality and exercise extreme discretion.

### **WORKING CONDITIONS**

Work is performed in an office setting with good working conditions. Occasional exposure to noise, dust, heat or some other disagreeable element.

### **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 for an extended period of time, stand, walk, speak clearly and to hear. Employee converses with others in person and by telephone. Vision demands require concentrated mental and visual attention and coordination usually more than 50% of the time. Requires close, relatively detailed vision when using a computer screen. May be required to lift and move boxes, supplies and equipment weighing less than 10 pounds.

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

**Knowledge of:** general office practices; general court processes; Clerk's Office operations and process; child support, traffic, delinquent, unruly, paternity, and other court functions; legal procedures.

**Ability to:** exhibit a pleasant telephone manner; answer difficult inquiries; establish and maintain effective work relationships with associates and job contacts; maintain confidentiality of confidential and sensitive information; deal effectively with irate persons; meet strict time constraints; handle large sums of money; exercise sound judgment in making decisions in difficult cases.

**Skill in:** general typing; data entry and keyboarding; read, copy and record data; arranging items in alphabetical, numerical and subject order, operating general office equipment; operating job software; operation of Juris computer system and SETS; reading and interpreting court documents.

### **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 diploma, GED or equivalent and at least 1 year of experience as a Deputy Clerk with knowledge of all aspects of court operations and processes.

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.

**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**

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

EMPLOYEE UNDERSTANDING

\_\_\_\_\_  
**Employee**

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