



Lorain County Domestic Relations Court

Position Description

Classification Title: Docket 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

Entry-level clerk position. Performs repetitive duties such as filing and processing of case files and documents, pulling files for upcoming Magistrate and Judge hearings, answering telephones, copying, imaging, taking information from the public, and docketing.

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.

Repetitive duties. Process filings (including docketing and imaging), answer telephones, pull files for upcoming Magistrate and Judge hearings, distribute mail, and makes copies.

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, Assistant 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 and occasional simple question and answer contacts with persons outside of the Court to furnish or obtain factual information requiring only ordinary courtesy and tact. Contacts include, but are not limited to, magistrates, attorneys and the general public.

CONFIDENTIAL DATA

Work involves some confidential information of major importance which if disclosed may have a pronounced adverse internal or external effect detrimental to the Court. Juvenile Court records, police reports, psychological evaluations, and medical records are examples of confidential information.

WORKING CONDITIONS

Work is subject to interruptions and is performed in an office setting under good conditions with 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 duties of this job, the employee frequently sits for extended periods of time, and stands and walks. Employee converses verbally with others in person and by telephone. Occasionally requires eye-hand coordination and close, relatively detailed vision when typing and filing, and when using a computer screen. Occasionally moves boxes, supplies and equipment weighing between 10 and 20 pounds.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: general office practices; general court processes; child support, traffic, delinquent, unruly, paternity, or other court functions [learned following employment].

Ability to: perform repetitive duties, exhibit a pleasant telephone manner; answer routine inquiries; establish and maintain effective work relationships with associates and job contacts; maintain confidentiality of confidential and sensitive information; deal effectively with irate persons; ability to learn Probation Office procedures and process.

Skill in: Arranging items in alphabetical, numerical and subject order, operating general office equipment; Copy data.

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 with at least 3 months of experience 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. Deputy Clerk Certification.

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

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Employee**Date**