



# Lorain County Domestic Relations Court

## Position Description

### Classification Title:

FLSA Status: Non-exempt

Exemption Type: N/A

Civil Service Status: Unclassified

### Legal Services Clerk

Employment Status: Full-time

Reports To: Team Leader

Division: Juvenile Clerks

### DISTINGUISHING JOB CHARACTERISTICS

Performs general and routine clerical duties in support of the Juvenile Clerk's Office; receives and processes legal documents; provides general information and assistance to Court staff, attorneys, and the public.

### 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 Clerks 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, and maintains court journals.

Receives and responds to telephonic inquiries from the public and/or officials regarding court documents, retrieves documents as requested, researches case history and/or filings as needed, and 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 sends emails and faxes. Scans/images documents for inclusion in the court's case management system.

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, and prepares case folder and maintains files.

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

Consistently meets deadlines. Completes work in a timely, consistent manner and is committed to being available during regular business hours to further organizational goals. Works effectively in a team environment to accomplish organizational goals.

Must be awake and alert at all times. Demonstrates regular and punctual attendance and arrives prepared to work; meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions. Maintains flexibility in work hours to accommodate the needs of the Court.

Maintains a professional and polite disposition at all times when dealing with public, coworkers, court staff, service providers, law enforcement, and other outside agencies. Stays calm and even-tempered when handling crises, stressful situations, continuous change, or unexpected developments.

### **OTHER DUTIES AND RESPONSIBILITIES**

Assists with military requests for juvenile history, background checks for employment, and prepares court attendance excuse letters. Retrieves records from the Lorain County Records Retention Center when needed. All other duties as directed by Chief Deputy Clerk or Team Leader.

### **SCOPE OF SUPERVISION**

None

### **EQUIPMENT OPERATED**

Computer, scanner, printer, telephone, adding machine, fax machine, copier, 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**

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, lifting, and carrying items up to 30 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, Standard English grammar, spelling and punctuation, basic arithmetic and general office practices; e-filing processes, 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, legal terminology, and Microsoft Platform.

**Ability to:** read, write, and understand the Standard English language; communicate verbally and in writing with court staff, agency representatives, law enforcement, attorneys, and the public in a professional and effective manner; demonstrate sensitivity to professional ethics, gender, cultural diversities, and disabilities. Ability to serve the public with diplomacy and respect, exercise patience, objectivity, and maturity. Ability to accept direction and recognize when further assistance is needed; recognize boundaries between job duties and authority; exercise sound judgment, make informed decisions, apply common sense, carry out instructions and independently problem solve situations that arise and require immediate resolution.

**Skill in:** general typing; data entry and keyboarding; accurately record data; arranging items in alphabetical, numerical and subject order, operating general office equipment; operating job software; operation of the Court's case management system; 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 a high school diploma, GED or equivalent.

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 in good standing 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

|                                                   |                |
|---------------------------------------------------|----------------|
| _____                                             | ____/____/____ |
| <b>Authorized Court Management Representative</b> | <b>Date</b>    |

#### EMPLOYEE UNDERSTANDING

|                 |                |
|-----------------|----------------|
| _____           | ____/____/____ |
| <b>Employee</b> | <b>Date</b>    |