

BUTLER COUNTY AREA II COURT

JOB ANNOUNCEMENT

TITLE: CIVIL CLERK
POSITION: FULL TIME, AREA II. HAMILTON
START: AS SOON AS POSSIBLE
SALARY: \$29,000-\$30,000 (based on experience)
HOURS: 8:00 A.M. TO 5:00 P.M., 40 HOURS PER WEEK

ESSENTIAL FUNCTIONS: (90%)

General

1. Treats all employees and the public with equality, dignity and respect.
2. Attends all Court staff meetings.
3. Handles all cases in a sensitive, courteous and professional manner.
4. Focuses on good customer service and promotes this philosophy to the staff.
5. Conducts himself/herself in a professional manner.
6. Adheres to Court attendance policies and arrives at work on time and is prepared to begin at the assigned starting time.
7. Examines work for exactness, neatness and conformance to policies and procedures and makes corrections, if any.
8. When all job duties are complete, helps co-workers with their job duties.
9. Reports directly to the Chief Deputy Clerk.
10. Must be able to receive constructive criticism.
11. Must respect authority of superiors.

Civil

1. Processes new cases; assigns case numbers, inputting information into the computer, names and addresses of the parties, attorneys involved, amount claimed, and court date, if applicable. Takes money for the filing fee; prepares paperwork involved; issues and/or hearing notices and inputting information on the case jacket, scans and files away.
2. Processes new motions, answers, etc. File stamps any filing and inputs information into the computer. Sets pre-trials, issues any mailings associated with the motions, scans and files away in the proper place for future court date.
3. Processes garnishment/bank attachments. Time stamps new filings, inputs information into the computer and the case jacket. Takes money and processes paperwork; issues mailings. Returns copies along with receipt to attorney or plaintiff. May disburse money taken. Sets court date if requested. Notifies attorney regarding progress of case.
4. Prepares court/civil dockets. Runs forms and matches up case. Notifies the Magistrate and attorneys of the current docket for the week. Checks for service to make sure it has been obtained. Assist in the courtroom. Processes after court work; time stamping entries, inputting information into the computer, logging on case jacket, mailings and taking off the Supreme Court Report if required at that time. Files cases away in their appropriate place.
5. Answers questions regarding civil on the phone and at the counter in a courteous and professional manner.
6. Takes any objections, file stamps and inputs into the computer. Logs on case jacket, scans and gives to the Judge.
7. Processes Default Judgments and gives to the Judge for signature. Inputs information into the computer and on the case jackets after the Judge signs off; issues back to the attorney along with a time stamped copy mailed to the defendant.
8. Processes Certificate of Judgment; time stamps, takes money, inputs information into the computer and on the case jacket. Prepares paperwork and issues to attorney. When it is returned from whichever court it was filed with, inputs the information into the computer and on the case jacket, scans and files away.
9. Inputs green cards into the system and inputs information on cases and files away in the case jacket.
10. Handles all appeals. Inputs information into the system, takes money for filing fee, processes all paperwork for filing with Common Pleas Court.

11. Processes paperwork regarding cases being on the docket for more than 6 months. Sends pending notice of dismissal to plaintiff and /or attorney. Processes Entry of Dismissal after 30 days and gives to the judge to sign off on unless something is filed within the 30 days. Time stamps entry, inputs information into the computer, logs on case jacket and takes off the Supreme Court Report.

Abandoned Title

1. Time stamps paperwork; takes money for filing fee along with notice x2 to the Auditor's Office and the Treasurer's Office. Process and sends to BCSO for appraisal; process after judge signs and returns to attorney.

MISCELLANEOUS FUNCTIONS: (10 %)

1. Any other duties as deemed appropriate by the Judge, Court Administrator and Clerk.

QUALIFICATIONS:

The applicant must be a high school graduate or equivalent and have experience working in an office. The applicant must have above average computer skills, good communication skills and be a self-motivated worker. Experience in court work or another government office is preferred. Applicant must be able to work the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

SELECTION PROCEDURE:

Resumes should be submitted to the Area Court's Administrative Office, 101 High Street, 1st Floor, Hamilton, Ohio 45011 or emailed to Chrystal Hershner at hershnercs@butleercountyohio.org by 12:00 p.m. on Monday, January 25, 2021. The most qualified applicants will be scheduled for a test.

ALL FINALISTS MUST SUBMIT TO A BACKGROUND CHECK.

IF ANY APPLICANT HAS SPECIAL NEEDS OR REQUIREMENTS TO ALLOW THEM TO TEST FOR THIS POSITION, THE APPLICANT MUST NOTIFY MS. CHRYSTAL HERSHNER AT 785-5876 BY 12:00 PM ON MONDAY, JANUARY 25, 2021. THIS OFFICE WILL MAKE REASONABLE ACCOMMODATION TO ENSURE EQUAL OPPORTUNITY IN THE PROCESS.

This office provides all services, activities, programs, and employment without discrimination on the basis of race, color, sex, religion, national origin, age, or disability, in accordance with the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, as well as similar Ohio laws. Upon request, this office will consider any needed reasonable accommodation for any qualified individual with a disability, to allow that individual to participate in services by this office.