

**Job Posting: DEPUTY CLERK, EUCLID MUNICIPAL COURT**

**POSITION DUTIES AND RESPONSIBILITIES**

**POSITION SUMMARY:**

The Deputy Clerk is responsible for filing, entering, maintaining and scheduling civil/traffic/criminal actions filed with the Court; entering all filings, pleadings and journal entries into the Court's case management system, issuing warrants/service of summons/notices, processing of post-judgment remedies, accepting payments by phone or in person, answering telephone inquiries and providing window counter assistance to Court users and public.

**QUALIFICATIONS:**

Candidates must possess excellent organizational, verbal and written communication skills, as well as demonstrated ability to work effectively and interact with attorneys, litigants, defendants, general public and co-workers in an even tempered, patient and courteous manner. Basic knowledge of Court and general office terminology and procedures; problem-solving; using available office technology; and completing work accurately and timely are essential skills. Must possess at a minimum a High School Diploma or equivalency.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Filing, entering, maintaining and scheduling of civil/traffic/criminal actions filed.
- Provide window counter assistance to Court users and public.
- Accepting payments by phone or in person.
- Timely and accurate entering of all filings, pleadings and journal entries into case management system.
- Generate and issue notices to parties.
- Scanning of documents.
- Regular placement and retrieval of case files to and from various file room areas.
- Answering telephone inquiries and assisting all Court users.
- Assist in the processing and distribution of incoming/outgoing mail.
- Effectively interacting with the public, Court users, supervisors and co-workers.
- Ability to follow directions and exercise good judgment in the application of prescribed procedures.
- Ability to maintain confidentiality of sensitive information and documents.
- Any other related duties as required or requested by the Euclid Municipal Court Judge, Magistrates, Clerk of Court and/or Chief Deputy Clerks.

It is the policy of the City of Euclid and Euclid Municipal Court to seek and employ the best qualified individuals for all positions, to provide equal opportunity for the advancement of employees, including upgrading, promotion and training; and to administer these activities in a manner which will not discriminate against any person because of race, color, religion, sex/gender, national origin, age, ancestry, disability, sexual orientation or gender expression, genetic information, military status or veteran status.

Pay rate is \$20.00/hour

**FULL TIME, MEDICAL AND DENTAL BENEFITS AVAILABLE, PAID HOLIDAYS**

**FLSA Status: NON-EXEMPT**

**Civil Service Classification: Unclassified**

**Hours: Monday – Friday, 8:30 AM to 4:30 PM.**

**Appointing Authority: Judge**

**Hiring Manager: Mitchell Perusek, Clerk of Court**

**Reports to: Chief Deputy**

**Cover letter and resume should be emailed to [info@euclidmunicipalcourt.com](mailto:info@euclidmunicipalcourt.com)**

**Or mailed to: Mitchell Perusek, Clerk of Court**

**Euclid Municipal Court**

**555 East 222<sup>nd</sup> Street**

**Euclid OH 44123**

**Euclid Municipal Court**  
**Application for Employment**  
 555 EAST 222<sup>ND</sup> STREET, EUCLID, OHIO 44123  
 216.289.8267/ [info@euclidmunicipalcourt.com](mailto:info@euclidmunicipalcourt.com)

**EQUAL EMPLOYMENT POLICY**

It is the policy of the City of Euclid to seek and employ the best-qualified individuals for all positions, to provide equal opportunity for the advancement of employees, including upgrading, promotion and training; and to administer these activities in a manner that will not discriminate against any person because of race, color, religion, sex/gender, national origin, age, ancestry, disability, sexual orientation or gender expression, genetic information, military status or veteran status.

**PERSONAL INFORMATION**

LAST NAME	FIRST NAME	MAIDEN/ALIAS	MIDDLE INITIAL
HOME ADDRESS	CITY	STATE	ZIP
PRIMARY PHONE	SECONDARY PHONE	EMAIL ADDRESS	
DO YOU HAVE A WORK PERMIT IF UNDER 18 YEARS OF AGE Yes OR No	DO YOU HAVE A VALID DRIVER'S LICENSE? YES OR NO DRIVER'S LICENSE NUMBER		
ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? YES OR NO	HAVE YOU APPLIED FOR ANOTHER POSITION WITH THE COURT WITHIN THE LAST YEAR? YES OR NO IF SO, WHAT POSITION? WHEN? (GIVE DATE)		

**POSITION APPLIED FOR**

DEPARTMENT: Euclid Municipal Court      POSITION TITLE: Deputy Clerk

**EDUCATION, CERTIFICATIONS, LICENSES**

NAME OF SCHOOL AND LOCATION	CIRCLE LAST YEAR COMPLETED	TYPE OF DEGREE OR DIPLOMA	MAJOR AREA OF STUDY
COLLEGE	9 10 11 12 GRADUATE? Yes No		
HIGH SCHOOL	9 10 11 12 GRADUATE? Yes No		
U.S. MILITARY			

CERTIFICATIONS/LICENSES

**EMPLOYMENT HISTORY**

PRESENT EMPLOYER	ADDRESS			
DATE STARTED	DATE ENDED	STARTING PAY	ENDING PAY	PHONE NUMBER
POSITION TITLE		REASON FOR DESIRING TO LEAVE		
DUTIES PERFORMED				
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			MAY WE CONTACT THIS EMPLOYER?	

EMPLOYMENT HISTORY CONTINUED				
EMPLOYER		ADDRESS		
DATE STARTED	DATE ENDED	STARTING PAY	ENDING PAY	PHONE NUMBER
POSITION TITLE			REASON FOR LEAVING	
DUTIES PERFORMED				
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			MAY WE CONTACT THIS EMPLOYER?	

EMPLOYER		ADDRESS		
DATE STARTED	DATE ENDED	STARTING PAY	ENDING PAY	PHONE NUMBER
POSITION TITLE			REASON FOR LEAVING	
DUTIES PERFORMED				
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			MAY WE CONTACT THIS EMPLOYER?	

EMPLOYER		ADDRESS		
DATE STARTED	DATE ENDED	STARTING PAY	ENDING PAY	PHONE NUMBER
POSITION TITLE			REASON FOR LEAVING	
DUTIES PERFORMED				
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			MAY WE CONTACT THIS EMPLOYER?	

REFERENCES		
List the name & telephone number of three <u>professional</u> references who are not related to you.		
Name	Relationship	Phone number

**ADDITIONAL INFORMATION**

List skills, interests, languages spoken or read, licenses, certifications, etc., you feel are important for the position in which you are applying.

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I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT FALSE STATEMENTS OR OMISSIONS ON THIS APPLICATION ARE GROUNDS FOR IMMEDIATE DISQUALIFICATION OR DISMISSAL UPON DISCOVERY THEREOF. I UNDERSTAND ALL OUTSIDE APPLICANTS FOR EMPLOYMENT WILL BE REQUIRED TO SUBMIT TO FINGERPRINTING FOR A BACKGROUND CHECK. THE FOLLOWING TYPES OF EMPLOYEE BACKGROUND CHECKS INCLUDE PRIOR EMPLOYMENT VERIFICATION; PERSONAL AND PROFESSIONAL REFERENCES; EDUCATIONAL VERIFICATION; BCI (OHIO BUREAU OF CRIMINAL INVESTIGATION); AND MOTOR VEHICLE. I AUTHORIZE ALL PERSONS, SCHOOLS, COMPANIES, AND GOVERNMENT AGENCIES TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY BACKGROUND, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM LIABILITIES FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING THE SAME.

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Signature of applicant

\_\_\_\_\_  
Date

**Completed applications can be emailed to [info@euclidmunicourt.com](mailto:info@euclidmunicourt.com)**

*This application will be kept on file at the Euclid Municipal Court for one year.*