

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: Keith M. Hurley, Clerk of Court

Reports to: Chief Deputy

Cover letter and resume should be emailed to info@euclidmunicourt.com

Or mailed to: Keith M. Hurley, Clerk of Court

Euclid Municipal Court

555 East 222nd Street

Euclid OH 44123