

Shelby County Court of Common Pleas Probate Division

Judge Jeffrey J. Beigel

JOB POSTING

Position: Probate Deputy Clerk
Hours: Full-Time, 8:30 a.m. – 4:00 p.m., Monday through Friday
Salary Range: \$25,000 - \$31,000 per year
Civil Service Class: Unclassified, Non-Exempt

This position is responsible for the following tasks including but not limited to:

- Receive, review and process filings; review and verify the accuracy of files, legal documents and correspondence in compliance with Local Rules, Ohio Laws and Rules of Court
- Respond to in-person and telephone inquiries regarding procedures, case status and court action. Correspond with parties regarding procedural inquiries and deficient filings.
- Enter information from filings into the electronic case management system. Set hearings, prepare, follow-up and route documents
- Issue marriage licenses, file and record marriage records; follow-up on un-returned Marriage Certificates
- Prepare and maintain records available to public
- Assist with genealogy requests
- Process and collect fees, writes receipts
- Ensure proper and timely disposition of cases and reporting of same, including compliance with records retention rules
- Process financial end of month; reconcile court checking account; balance accounts and disburse funds as required
- Prepare bank deposit and verify change fund
- Perform general office administrative duties
- Perform other duties related to the Probate Court

Minimum Qualifications Required: High school diploma or GED; Knowledge of the policies, procedures and operating systems of the Probate Court office strongly preferred; knowledge of and ability to interpret and apply relevant state laws and rules of practice; interpersonal skills; oral and written communication skills; knowledge of the Case Management System, CourtView, strongly preferred; computer skills.

Visit <http://co.shelby.oh.us/careers/> to obtain an application.

Applications must be submitted before 5:00 pm, Friday, May 25, 2018, to juvenileprobate@shelbycoprobate.org or by mail to Court Administrator, Shelby County Probate Court, P.O. Box 4187, Sidney, Ohio 45365

Shelby County is an Equal Opportunity Employer/Drug Free Workplace. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.