

DELAWARE COUNTY  
Probate Court

TITLE: Probate Deputy Clerk

JOB

OBJECTIVES:

Incumbent is responsible for providing essential job functions as assigned. The main objective as a Deputy Clerk is to receive, prepare, and process the legal documentation necessary for all case types in the Delaware County Probate Court. Incumbent will also interact with members of the public, attorneys and government agency's either in person, by telephone or electronically. They will provide information without practicing law and handling various other Probate Court related duties. Incumbent reports to the Office Manager and Clerical Services Department Head.

ESSENTIAL

JOB FUNCTIONS:

- Perform all Deputy Clerk functions as outlined by Department Head/Office Mgr., but not limited to the following listed functions:
- Process the intake applications, motions, petitions, and other filings in matters of; Adoption, Birth Correction, Birth Registration, Civil, Conservatorship, Disinterment, Estate, Guardianship, Marriage License, Mental, Minor's Claim, Name Change and Trust cases; including obtaining information from applicants, docketing information, collecting fees and maintaining files.
- Prepares various legal documents, e.g. notices, subpoenas, waivers, appointments, etc.
- Serve as Assignment Commissioner to schedule hearings as needed.
- Receives, screens and directs calls to appropriate person and/or department.
- Assists clients by providing information as to resources for assistance in filing or completing paperwork.
- Greets and directs clients to appropriate persons, departments or assists in preparing and seating the courtroom.
- Performs Case Management functions using Courtview software; docketing, scheduling, entering data, scanning and other necessary functions.
- Provide copies and/or certify records of the Probate Court, upon request.
- Prepare case files for preservations as per departmental and county guidelines.
- Prepares and issues all necessary documents per departmental guidelines or by State or Local Rule.
- Receives fees for filings and prepares account reports as per direction by the Fiscal Department.
- Assists others as directed when necessary, including staff who are absent to complete all clerical functions in a timely manner.
- Performs other tasks and/or assignments, as needed.

NON-ESSENTIAL JOB FUNCTIONS:

- Attends various meetings, consultations and training sessions as directed
- Performs related Essential and Non-Essential functions, as needed; and
- Ability to learn, understand and apply in the course of daily work, the knowledge of Court Administrative Rules, and Ohio Revised Code for Probate Court.

I. JOB REQUIREMENTS

Equipment: Incumbent operates the following equipment: computer and related software, typewriter, copier, shredder, paper cutter, facsimile machine, microfilm reader/printer, calculator, date stamp machine, multi-line phone and voice mail.

Critical Skills/Expertise:

- Ability to accurately complete, organize and maintain records, reports and forms
- Ability to communicate effectively, both orally and in writing
- Ability to type accurately and compose correspondence
- Ability to deal with the irate and upset clients
- Ability to function in a stressful, fast paced environment
- Ability to properly use grammar and correctly spell
- Ability to type accurately at a minimum of 35 words per minute
- Ability to work effectively with little supervision
- Ability to work and collaborate in Team workgroup situations
- Knowledge of computers and related peripheral equipment;
- Knowledge of Microsoft Office, Including Word, Excel and Outlook
- Knowledge of departmental policies, practices, guidelines and the ability to apply
- Knowledge of legal terminology, policies and procedures
- Knowledge of departmental guidelines and Local Court Rules
- Knowledge of Court Administrative Rules, and Ohio Revised Code for Probate Court

Job Standards: High School Education or equivalent is required; completion of secondary education is preferred plus 1-year of work related training or experience in an office environment with basic working knowledge of computer related software, specifically Microsoft Office. Work involves moderately complex, relatively standardized tasks, process and operations following established laws and procedures.

## II. RESPONSIBILITY

Department Head/Office Manager provides general direction in following established practices and clear-cut polices. Incumbent makes choices or decisions without supervisory input on most daily activities, such as answering client inquires and providing direction and/or information. Worked performed may be randomly reviewed while in process.

Errors in work may cause inaccuracies in reports, record, or technical data resulting in inaccurate or incomplete information and could result in disruptions in work of others to correct and substantial inconvenience to the public or client.

## III. PERSONAL WORK RELATIONSHIPS

Incumbent has contact with co-workers, employees in the department, public and private sector employees, Court and legal representatives, law enforcement personnel and the general public. The purpose of these contacts is to provide administrative support for the department and answer questions for clients, other co-workers and to service public inquires.

## IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

### **Physical**

**Requirements:** Incumbent performs sedentary work which may require lifting up to twenty (20) pounds occasionally.

**Physical Activity:** Incumbent performs the following physical activities; climbing stooping, kneeling, lifting, keyboarding, grasping, talking, hearing and repetitive motion.

**Visual Activity:** Incumbent performs work where the seeing job is at or within arm's reach.

**Job Location:** Incumbent works inside with no exposure to adverse environmental conditions, but not necessarily from temperature changes

## V. JOB STATUS

This is a non-exempt position under the Fair Labor Standards Act of 1938. This position is "unclassified" under the Ohio Revised Code (§124.11).

