

JOB POSTING
Trumbull County

DEPARTMENT:	Trumbull County Clerk of Courts
LOCATION:	Trumbull County Courthouse 1 st Floor 161 High Street, N.W. Warren, OH 44481
POSITION:	CIVIL AND CRIMINAL JOURNAL CLERK
IMMEDIATE SUPERVISOR:	Mary K. Vassis, Chief Deputy Clerk
HOURS OF WORK:	8:30 a.m. – 4:30 p.m. Monday – Friday
SALARY:	Pay Range: 6
POSTING PERIOD:	MAY 17, 2018 THROUGH MAY 25, 2018
POSITION DESCRIPTION:	See attached job description for qualifications and requirements
SUBMIT LETTER OF INTEREST AND QUALIFICATIONS TO:	Karen Infante Allen Trumbull County Clerk of Courts
NOTES:	Consideration will be given first to current members of AFSCME Local 2493.

****KEYBOARD TYPING TEST WILL BE GIVEN****

TRUMBULL COUNTY

Job Description

JOB TITLE: Civil and Criminal Journal Clerk

PAY GRADE: Range 6	DEPARTMENT: Clerk of Courts
EMPLOYEE NAME:	LOCATION: Trumbull County Courtthouse
SUPERVISOR: Mary K. Vassis, Chief Deputy Clerk	Revised 5/2013

SUMMARY: Under direct supervision, performs clerking task by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other related duties shall be assigned, as needed.

55% Journalizes entries (counts each page when journalizing) on computer of court docket from Common Pleas Judges and Magistrates. Records (time-stamps) all court orders signed by the Common Pleas Judges and/or Magistrates. Dockets Voluntary Dismissals, scans and sends to Judges/Magistrates. All entries are barcoded and scanned through High Volume Scanner. Mails notice of Court Entry (with 3-day stamp) to attorneys of record. Closes criminal/civil cases on Supreme Court Report.

25% *Journalizes Board of Revision Cases and mails entries. Answers correspondence regarding status of civil and criminal cases; Journalizes Grand Jury bills from the report, and expungement records. Certifies copies of Journal Entries. Releases Judgment Liens/Tax Liens and closes cases on Supreme Court Report. Sort Judgment entry mail to all Judges.*

- 10% Waits on public at counter, including, but not limited to: receipting monies, filing of new appeals, new complaints, record notary certificates, types criminal bonds, and assists by answering the telephone. Consolidates any cases ordered by Judges, Processess Authentication Copies of Entries.
 - 5% Prints dismissal list at end of month and prints Bail Bond Guilty Report at the end of month.
 - 5% Files all other office forms, commissions, search warrants, certifications of notary by mail, etc. in the miscellaneous docket (in re). Felony cases are checked for CSI to complete the BCI Report.
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QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED) and one (3) to three (3) months related experience IN CLERK'S OFFICE and/or training; or equivalent combination of education and experience. Individual **MUST** be computer literate.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms, and talk or hear.

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are

representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.