

**WARREN COUNTY CLERK OF COURTS
POSITION DESCRIPTION**

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Position Title: Deputy Clerk of Court	Department: Clerk of Courts - Title Division
Reports To: Clerk of Courts James L. Spaeth	FLSA Status: Non-exempt Civil Service Status: Unclassified ORC.124.11A(10)
Pay: \$18.46/hr minimum	Employment Status: Full-time
Probation: 180 Days minimum	Lunch: One hour - Unpaid
Work Hours: 8:00 A.M. to 5:00 P.M. Mon.-Fri.; 8:00 A.M. to Noon Sat. (rotating)	

JOB RESPONSIBILITIES:

Under general supervision, issues certificates of title for motor vehicles and/or watercraft, issues watercraft registrations, aids customers when they make an application for a U.S. passport (including taking photos), issues receipts for all monies collected for these processes and maintains a cash drawer that is balanced on a daily basis.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Completion of secondary education and demonstrable skills in typing and computer data entry, basic knowledge of office practices/ procedures and general bookkeeping; ability to understand and follow written and oral instructions.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License

ESSENTIAL FUNCTIONS:

1. Works some Saturdays in rotation with other employees.
2. Responsible for answering phone calls and waiting on the front counter at specific times.
3. Receives incoming calls and refers to appropriate personnel.
4. Accepts messages and provides general information.
5. Demonstrates regular and predictable attendance.
6. Interacts with other employees in office on daily basis for smooth, efficient and effective operation of office.
7. Demonstrates ability to maintain a balanced cash drawer.

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ESSENTIAL FUNCTIONS (cont'd.):

8. Follows all safety and health practices of Warren County government agencies.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs miscellaneous filing duties.
2. Performs computer data entry duties as assigned.
3. Performs other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: issuance of certificates of title*; departmental policies and procedures*; county policies and procedures*; correct spelling, grammar and punctuation; data processing procedures and equipment; office practices and procedures; public relations.

Ability to: interpret policies, procedures and regulations; communicate effectively; maintain accurate records; interpret a variety of instructions; add, subtract, multiply and divide whole numbers; develop and maintain effective working relationships with associates, supervisors and government officials and the general public; maintain confidentiality pertaining to the office of Clerk of Courts; handle any complaints from citizens; answer routine inquiries from government officials and the general public.

Skill in: use of computer and modern office equipment, including scanners and calculators. Some knowledge of the Ohio Automated Title Processing System is helpful.

Please send resumé and/or Warren County application* to:

James L. Spaeth
Clerk of Courts
Title Division
P.O. Box 238
Lebanon, OH 45036

or

email to: James.Spaeth@co.warren.oh.us

Use Subject Line: **Title Division Opening**

Opening is immediate

*Link to application is: <https://www.co.warren.oh.us/Jobs/Default.aspx> under Application Process