

SENECA COUNTY PROBATE COURT

108 Jefferson Street

Tiffin, Ohio 44883

EMPLOYMENT OPPORTUNITY

Job Title:	Deputy Clerk/Court Investigator
Department:	Seneca County Probate Court
Report To:	Chief Deputy of Probate Court/Court Investigator
Hours:	Full-time; 35 hours per week
Employment:	Unclassified/Non-Exempt
Salary:	Based on experience and qualifications
Posted:	January 18, 2018
Deadline:	February 9, 2018

Seneca County Probate Court is taking applications for the position as Deputy Clerk/Court Investigator.

The Deputy Clerk/Court Investigator performs general and specific clerical tasks in the Probate Court Clerk's Office, as directed by the Chief Deputy of Probate Court/Court Investigator, with primary responsibility for preparing and maintaining Probate Court records and legal documents for Probate Court hearings. As Investigator, performs general and specific clerical tasks in the Probate Court Clerk's Office, with primary responsibility of investigating probate matters.

Essential Job Functions include, but are not limited to:

- Investigate probate matters including: guardianship and marriage.
- Personally serve individual(s) who are in a residential, nursing home or hospital setting in or around Seneca County.
- Review all current guardianships and provide a report to the Judge every two (2) years or as directed by the Court.
- Perfect service of pleadings on parties.
- Testify in Court regarding investigations.
- Answer telephone calls, screen callers, take messages, provide general information to the public, and make referrals to other offices.
- Greet public in a professional manner at public window(s) and direct said public to appropriate Court personnel or departments.
- Collect fines/costs imposed by the Court; mail statements for outstanding fines/costs.
- Process Court orders and prepare judgment entries.
- Serve as a Court clerk, including court reporting, calling cases, arranging and maintaining courtroom.
- Manage the docket; maintain files of all court records; type correspondence; prepare Supreme Court reports; and prepare annual reports.
- Prepare monthly billings.
- Complete marriage applications.

- Accept, file, and process Court pleadings.
- Summarize and docket Court decisions.
- Pick up off-site cases.
- Print daily receipt sheets and make daily bank deposits.
- Conduct genealogy research.
- Respond to and complete requests for records.
- Conduct record checks.
- Complete approval of weekly inventory and accountings.
- Process new guardianship filings and related paperwork.
- Process payments for guardianship cases.
- Serve as liaison between Court and nursing facilities/hospitals.
- Prepare cases for transfer to other counties/jurisdictions.
- Fill in for other Court staff as necessary.
- Perform other tasks as directed by supervisor.
- Maintain and update essential function/cross training manuals.
- Participates in various in-house, interagency, and community committees, as requested, including planning, development, community services, and community boards.
- Speaks to community agencies and groups regarding Juvenile Court procedures and programs, as required.
- Reviews current literature and attends conferences, meetings, and training sessions to develop professionally.

Preferred Qualifications:

A bachelors' degree from an accredited college or university in sociology, social work, psychology, or closely-related field is preferred. An appropriate combination of education, training, coursework, experience, and personal characteristics ensuring the demonstration of the necessary knowledge and skills demanded in this position is required.

Position Requirements: Must attend yearly training for Court Investigators and obtain the necessary certification as required by Ohio Revised Code Section 2101.11. Must pass pre-employment and ongoing criminal background checks and random drug screens. Must demonstrate predictable and regular attendance. Requires the ability to maintain confidentiality and act ethically. Must be detail oriented. Must have a valid Ohio driver's license and maintain liability insurance coverage as required by law.

Equipment:

Must be able to safely drive and maneuver Seneca County vehicles. Must be able to use office equipment including computer, scanner, copier/fax machine, mail machine, label printer, multi-line phone, voicemail, calculator, paper shredder. Must be proficient using Microsoft Office products.

Critical Skills/Expertise:

- Ability to communicate effectively, both orally and in writing.
- Ability to deal with irate and upset persons.
- Ability to function in stressful, fast paced environment.

- Ability to type accurately.
- Ability to accurately complete work with little supervision.
- Ability to use and interpret legal and accounting terminology and language.
- Knowledge of Probate Court Employee Handbook.
- Knowledge of Probate Court policies and procedures/local Court rules.
- Knowledge of the Rules of Superintendence of the Supreme Court of Ohio.
- Knowledge of the Ohio Revised Code and the Ohio Administrative Code.
- Knowledge of Court's Continuity of Operations Plan.
- Willingness to assist others and contribute to the mission of the Court.
- Ability to maintain good public relations and working relationships on all levels as a representative of the Court.
- Exhibits strong integrity, maturity, judgment and tact at all times.

APPLICATION PROCESS:

Interested Applicants must submit their written resume and a cover letter with qualifications to:

Seneca County Probate Court
Attention: Court Administrator
108 Jefferson St.
Tiffin, Ohio 44883

on or before: February 9, 2018

AT WILL EMPLOYMENT:

Employees of the Court are at will employees and serve at the pleasure of the Judge. They are not in the classified civil service system and are not members of bargaining units. The Judge of the Court of Common Pleas, Probate Division shall have full charge of the employment, assignment and supervision of all personnel.

EQUAL OPPORTUNITY EMPLOYER:

The Court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, status as a veteran or any other legally protected status. The Court affirms its commitment to provide equal employment opportunity as prescribed by the Civil Rights Laws.