

Douglas F. Cubberley
Wood County Clerk of Courts

Position Description

Position Title: Deputy Clerk
Division-Wood County Clerk of Courts-Legal Division
FLSA Status: Non-Exempt
UnClassified Position

JOB PURPOSE

The purpose of this position is to provide excellent customer service while performing clerical work in support of the daily operations of the Clerk's Office.

ABILITIES

- The ability to listen to and understand information and ideas presented both verbally and in writing.
- The ability to arrange documents, thoughts and/or ideas in an order or pattern according to a specific set of rules.
- The ability to multitask between two or more activities or sources of information.
- The ability to solve problems quickly and logically.
- The ability to lift 25 pounds.

Minimum Requirements:

- Keyboarding: 50 wpm using correct keyboarding method
- High School Diploma or equivalent.
- Demonstrate proficiency in basic computer operation, 10-key and data entry skills.
- Ability to work as part of a team or as an individual depending on the situation.
- Possess a valid driver's license and a good driving record.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSTION

- Consistent and reliable attendance.
- Knowledge of Ohio Revised Code; Ohio Civil Rules; Local Court Rules.

- Assist with processing the office incoming mail and distribute to appropriate department.
- Receive documents via fax, in-person; U.S. Mail, e-mail transmission, e-filing or any other delivery service that the court uses.
- Receipt monies associated to deposits for cases.
- File all complaints, motions, pleadings, notice of appeals and court orders for all cases.
- Maintain and update any and all party information from documents submitted into CourtView Case Management Software.
- Data entry for all documents received in the CourtView Case Management Software.
- Process all types of Certificates of Judgment's including filings and releases.
- Issue Certificate of Judgment for filing in other courts.
- Receive, process, prepare and issue executions.
- Receive, process, prepare judgment debtor examinations.
- Receive and process all garnishment documents.
- Forward copies of all documents to parties and/or attorneys of record, as required by Ohio Revised Code, Local Court Rule and or court orders to parties and or attorneys of record.
- Prepare all case related documents for imaging into OnBase.
- File original documents as directed by procedures of the Clerk of Courts office.
- Knowledge of all fees that are associated with documents.
- Knowledge of all deposits that are required for filing of documents.
- Workable knowledge of software applications related to CourtView Case Management System, OnBase Imaging System, USPS/NeoPost Software, Ohio Attorney General Electronic Tax Liens, and Point & Pay including the ability to research documents and data entry into each software.
- Retrieve from B.G. Sentinel Tribune/AIM publication notice, proof and resend back to B.G. Sentinel Tribune/AIM.
- Download publication information (legal addresses) to the web site.
- Ability to navigate through the Wood County Clerk of Courts website and assist users.
- Run and provide reports and provide copies to appropriate agencies requesting them.
- Understand Retention schedules for each document that is filed and how the Wood County Clerk of Courts tracks and stores those documents.
- Knows how to use old manual indexes to search.
- Knows how to research old filings using microfilm.
- Keeps up to date with directives and policies provided by the U.S. Dept. of State in regards to passport applications.

- Assist customers with completing the passport application process.
- Process public record requests for copies of documents, supply appropriate copies, receipt money.
- Complete the annual training certification required by U.S. Passport Agency.
- Attend seminars/webinars or trainings to remain current with technological changes as well as the rules & procedures affecting the statutory responsibilities of the Clerk of Courts office.
- Accommodate both short term and long term transfers to other division within the Wood County Clerk of Courts office.
- Responsible for securing and protecting documents & money during each business day.
- Ability to program Clerk of Courts security system.
- Additional Duties as required.

Chain of Command:

- Kathryn Mahlman, Legal Office Supervisor
- Douglas F, Cubberley, Wood County Clerk of Courts

04/12/2021