



Ashland County Clerk of Courts

142 West Second Street, Ashland, Ohio 44805

An Equal Opportunity Employer

POSITION DESCRIPTION

Job Title:	Deputy Clerk (Legal/Title) Specialist
Department:	Clerk of Courts, Legal Department and Title Departments Splitting time equally between both departments
Immediate Supervisor:	Clerk of Courts
Positions Supervised:	None

JOB RESPONSIBILITIES:

Under general supervision, the Deputy Clerk Specialist maintains department files and records, processes/researches legal and title documents in their respective departments and assists the public.

QUALIFICATIONS:

High school diploma and a minimum of six month's experience in an office setting or an equivalent combination of education, training, and experience required. Experience in a legal setting or experience with auto titles is preferred.

WORKING CONDITIONS:

Hours of operation are Monday through Friday, 8:00 a.m. until 4:00 p.m. (35-hour work week). Lifting of up to 25 pounds may be necessary at times.

KNOWLEDGE OF:

Employee will be required to learn:

- County and Department policies and procedures
- Motor vehicle title law and Title filing procedures, rules and regulations
- Office practices and procedures
- Bookkeeping and accounting procedures
- Case docketing, Criminal and Civil law procedures
- Filing procedures
- Word processing software, computer database software

SKILLS AND ABILITIES REQUIRED:

- Interact and respond appropriately to the public
- Communicate effectively in written and oral form

- Perform basic research of records
- Maintain accurate records
- Make accurate change in monetary transactions
- Maintain confidentiality
- Operate a computer and office machines
- Develop and maintain effective working relations with supervisor and co-workers, court staff and staff from other agencies, present a positive image to the public

ILLUSTRATIVE DUTIES:

- Enters, issues and reviews for accuracy auto, boat and manufactured home titles
- Notes and records liens on titles, as needed; cancels liens on titles, when necessary
- Receive cash payments
- Reconcile cash drawer and balance daily; make daily deposits
- Reconcile bank statement on a rotating schedule
- Process passport applications
- Answers inquiries from general public, attorneys, court officials and law enforcement representatives
- Research records as needed
- Calculates and collects sales tax and other fees
- Assists with operating, maintaining and monitoring computer system, corresponding with software vendors as needed
- Compiles and processes department reports
- Receive and process documents for court cases
 - Index, record case documentation
 - Issue orders, notices and other court documents
 - Review filings to ensure proper service of parties
- Prepare and issue cost bills
- Clerical
 - Answers the telephone, responds to questions, directs calls and takes messages
 - Responds to emails
 - Prepares correspondence and reports
 - Collect and process mail
- Performs duties of Clerk of Courts, as required
- Performs additional duties and assignments, as requested

Any individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

Employee Signature