

Tuscarawas County Probate Court Position Description

Division/Department: Tuscarawas County Probate Court
Location: 101 East High Ave., Room 203
Job Title: Probate Clerk
Reports To: Judge
Supervises: None
Hours: 8:00 a.m. to 4:30

Exempt Non-exempt

Summary of Position: Answers the phone, maintains the Judge's schedule, operate the technology in the courtroom when needed, and type entries. Assist the public on the phone, at the counter and in the records room. Process probate court filings. Serves at the pleasure of the Judge.

Education Requirements: High School Diploma or GED equivalent. Knowledge of Microsoft Word, Excel, and Outlook.

Certification and/or Licensure Requirements, Knowledge, Skills, and Abilities: Valid Ohio driver's license. Must be able to write, speak and understand the English language; must be able to communicate effectively to other Court personnel, Court users, visitors, and the Court verbally and in writing. Must possess the ability to make independent decisions when circumstances warrant such actions. Must possess the ability to deal tactfully and professionally with Court personnel, the Court, Court users, community representatives and the general public. Must possess a working knowledge of computer technology for data entry and other written memoranda. Must be able to manage time and responsibilities effectively.

1. Adheres to policies and procedures as acknowledged and documented in the Tuscarawas County Personnel Manual.
2. Knowledge of Ohio criminal, traffic and civil law and related statutes, case law, general law, rules of evidence, civil procedure, jurisprudence of contempt, mediation and settlement principles, legal principles and terminology and internal court procedures is a plus, but not necessary.
3. Ability to work professionally with attorneys, public and staff, remain fair and impartial, handle a large caseload, maintain confidentiality of confidential and sensitive information; work effectively with a diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis.
4. Knowledge of and adherence to the Ohio Code of Judicial Conduct.
5. Excellent written and verbal communication skills.
6. Strong organizational skills and the ability to multi-task are essential.
7. Stay current on new developments in the law, procedures, and case law.

Specific Duties include, but are not limited to: Maintain the Judge's schedule. Answers the main phone line and transfer calls to the appropriate office or person. Type dictated entries for the Judge. Process probate filings as necessary.

Other duties or projects as assigned by the Judge.

Work Experience Requirements: Minimum of high school diploma or GED equivalent.

Physical and Sensory Requirements: (with or without a reasonable accommodation):

1. Must be able to operate office equipment such as computer, copier, and fax machine.
2. Must be able to move intermittently throughout the day.

3. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that requirements of the position can be fully met.
4. Must be able to lift 50 lbs.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

The provisions of this job description do not constitute a contract, expressed or implied, and any provision contained in this description may be modified or revoked without notice.