

# Tuscarawas County Common Pleas Court

## Probate Division

### Position Title: Deputy Clerk – Estates

The Tuscarawas County Common Pleas Court Probate Division is seeking a full time Deputy Clerk, whose main responsibilities would be Estate Cases. A benefits package is offered including health insurance, optical insurance, retirement plan, and leave time. See position description below.

#### **How to Apply:**

Individuals interested in applying to this position should submit a cover letter, their completed employment application and an updated resume to:

Tuscarawas County Probate Court  
Attn: Sylvia Argento  
101 East High Avenue, Room 203  
New Philadelphia, Ohio 44663

Or email to:

[argento@co.tuscarawas.oh.us](mailto:argento@co.tuscarawas.oh.us)

Applications accepted until position is filled

**TUSCARAWAS COUNTY**

An Equal Opportunity Employer

**POSITION DESCRIPTION**

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**Office/Agency:**

Tuscarawas County Common Pleas Court

**Position Title:**

Estate Clerk

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**Dept. / Div.:** Probate Division

**Civil Service Status:** Unclassified / ORC 124.11 (A)(9)

**Reports To:** Judge

**Employment Status:** Full time

**FLSA Status:** Non-Exempt

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**JOB RESPONSIBILITIES:** In addition to the following, perform other related duties as required.

Under the general direction of the Probate/Juvenile Judge, the clerk provides administrative support to the Court.

**QUALIFICATIONS:** Knowledge of office technology including keyboarding, computer operations and modern business office practices, as well as budgeting and fiscal management. Minimum H.S. diploma or equivalent.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Ability to operate a variety of office equipment such as computer (including associated computer software programs), copier, telephone, calculator, facsimile machine, printer and other equipment necessary to perform duties.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

- Alternate frequently between sitting/standing/walking throughout a 7.5 hour workday.
- Reaching with bilateral upper extremities into/up to/down to various heights.
- Bend/squat/crouch/kneel.
- Perform reading and writing related activities at or within arm's length.
- Exposure to general office chemicals and air contaminants; work in or around crowds; contact with potentially distraught persons; possible exposure to threatening situations.

**JOB DUTIES AND WORKER CHARACTERISTICS:**

**ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:**

Ability to perform the following:

- Be able to provide courteous customer service in person, on the phone and through email.
- Assist customers with questions in regards to our website, filing procedures and using the records room.
- Make copies as needed upon request of customers and the public
- Answer and transfer phone calls based on customer needs

- Process daily filings from the attorney drop box and U.S. mail by pulling files and distributing to appropriate deputy clerk.
- Review filings for completion, accuracy, and payment
- Prepare file folders for new cases
- Open new estate and civil cases using the case management software
- Docket and scan filings, schedule non-oral hearings, prepare certified mailings
- Review cases for service completion and necessary filings
- Review and approve Inventories and Fiduciary's Accounts on scheduled hearing dates
- Monitor case progression and follow up with attorneys and Pro Se litigants.
- Prepare and send delinquent notices as necessary
- Schedule case conferences through Judge's assistant as needed
- Close cases and prepare files for microfilming
- Consult with Magistrate or Judge for questions/concerns
- Assist daily with balancing the cash drawer, preparing the deposit and printing the necessary reports.

**ADDITIONAL CHARACTERISTICS AND FUNCTIONS:**

- Demonstrates punctual, regular and predictable attendance.
- Knowledge of state and county government structure and process.
- Knowledge of safety policies, procedures and practices.
- Knowledge of records retention/maintenance/ disposal.
- Experience in office practices and procedures.
- Ability to prepare necessary legal documents for court decisions.
- Ability to organize time and prioritize work assignments and activities.
- Ability to work with minimal supervision.
- Ability to communicate professionally and effectively with internal and external customers, both orally and in writing.
- Ability to develop and maintain effective working relationship with the general public, elected officials, co-workers and court customers.
- Skill in the use of a computer and associated computer programs, including, but not limited to Microsoft Word, Excel, Outlook, Word Perfect and court specific programs.
- Ability to follow oral and written instructions.
- Skill in proofreading.
- Knowledge of English grammar, spelling, punctuation and word usage.
- Must be able to read, write and speak and understand the English language.
- Must be able to interpret documents, instructions and procedure manuals necessary to ensure fulfillment of essential duties.
- Must be able to write routine reports and business correspondence.
- Must be able to make independent decisions when circumstances warrant such action.
- Must be able to maintain confidentiality of sensitive information.
- Must be able to complete paperwork neatly, precisely and in a timely manner.
- Must be able to understand legal terms and definitions.
- Must be culturally competent and sensitive to the needs of various populations.
- Ability to work with other court staff, judges, public, attorneys, and others who come into contact with the Court.
- Comply with work rules and standards of conduct of County employees.