

Preble County Common Pleas Court Juvenile and Probate Divisions

Jenifer K. Overmyer
Judge

101 East Main Street
2nd Floor Courthouse
Eaton, OH 45320

Tel: (937) 456- 8136
Fax: (937) 456-5803

NOTICE OF VACANCY: DEPUTY CLERK- JUVENILE (FULL TIME)

Notice Issued: April 10, 2024

Posting Period: Until Filled

Job Title: Juvenile Clerk	Reports to: Court Administrator and Judge
Department: Juvenile Court	Civil Service Status: Unclassified
Hours: 8:00 a.m.-4:00 p.m.	Employment Status: Full-time
Lunch: One hour	Salary Range: \$13.00/hour minimum- commensurate with experience

JOB DESCRIPTION:

Performs general and specific clerical tasks as directed. Primary responsibilities include preparing and maintaining Juvenile Court records and legal documents. The Juvenile Court Clerk receives, reviews, and processes filings and ensures timely disposition and reporting of cases.

ESSENTIAL RESPONSIBILITIES:

- Works cooperatively with the Judge, Court staff, attorneys, litigants, and other visitors to the Court.
- Complies with the Court's policies and local rules.
- Responds to requests for information and provides assistance to the public within the scope of authority.
- Prepares monthly case management and statistical reports for submission to the Ohio Supreme Court.
- Receives, screens, and directs calls to appropriate person or department.
- Dockets new complaints, prepares files, and distributes paperwork.
- Prepares various legal documents including subpoenas and summons for hearings.
- Greets, checks, in, and directs clients to appropriate person or department.
- Processes court orders and judgement entries.
- General typing and computer skills including familiarity with Microsoft Word and Excel as well as the Court's case management system.
- Operates basic office equipment including computer, scanner, copier, and fax.
- Performs other duties as directed.

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PREFERRED QUALIFICATIONS:

- High School diploma or equivalent.

BENEFITS:

- Paid vacation and sick leave
- OPERS retirement
- Medical, Dental and Vision insurance

Interested candidates may submit a resume and cover letter to Kassie Proffitt, Court Administrator, Preble County Juvenile Court, 101 E. Main Street, Eaton, OH 45320. Resume and cover letter may also be submitted via fax at (937) 456-5803.

AN EQUAL OPPORTUNITY EMPLOYER