

RICHLAND COUNTY

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:	Position Title: Deputy Clerk (Specialized Docket)/Court Investigator
Class Number:	Class Title: Deputy Clerk (Specialized Docket)/Court Investigator

Dept./Div.: Probate Court	Employment Status: Full-time
Reports to: Court Administrator	FLSA Status: Non-exempt
Normal Hours: 8:00 a.m. – 4:00 p.m.	EEO Status: Administrative Support

GENERAL DESCRIPTION:

Under general supervision of the Court Administrator, the Deputy Clerk (Specialized Docket)/Court Investigator performs clerical and secretary support for judges and other court staff. This position is responsible for guardianship records and reports. The Deputy Clerk (Specialized Docket)/Court Investigator, maintains files that contain confidential information that impact the rights of individuals in the public.

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's degree from an accredited university or college with major course work in social work, or criminal justice; one or more years of recent documented work experience or training involving legal, secretarial, clerical, bookkeeping, general office procedures or related activities; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Either possess and maintain a license in Social Work from the State of Ohio or have equivalent experience; Must possess and maintain a license; must be willing to obtain a license from the State of Ohio to conduct investigations.

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

Computer, computer software (Microsoft office, Henschen, Ohio Court Network, and other applicable computer software), printer, copy machine, shredder, scanner, fax machine, phone, and other commonly utilized office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has exposure to environmental conditions that may result in injury (e.g., fumes, odors, dusts, mists, gases, waste, unclean or unsanitary conditions, etc.); uses or works in proximity with firearms; works in and around crowds; may have contact with emotional or distraught people; may have contact with potentially vicious animals; occasionally required to stand, walk, stoop, kneel, crouch, or crawl on even and uneven surfaces; occasionally required to lift, carry, push, or pull objects 10 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

- % (1) Inputs and reviews new guardianship cases into the system; docketed signed documents and makes copies; plans and evaluates new guardianship cases; contacts attorney's and collaborates with guardianship wards; plans and attends home visits with prospective wards; attends interdisciplinary meetings and works with the Adult Protective Services; works with the Adult Protective Services and other various agencies; conducts continuing legal education guardianship courses bi-annually; conducts compliance reports to the Ohio Supreme Court.
- % (2) Records Court Investigative reports; attends Court Investigative Conferences; attends hearings and records data and information; has unlimited access to research mental and criminal background information (similar to BCI).
- % (3) Answers main phone lines, provides general information, takes messages, or refers party to appropriate staff; may assist other staff and/or departments in providing clerical support or telephone coverage.
- % (4) Requests files as directed; tracks case files; prepares and takes notes for the Judge and Magistrate, prepares, and distributes copies of documents to appropriate parties (e.g., marriage records to the Vital Statistics, vehicle information to the Title Department, real estate records to the Auditor's Office, etc.).
- % (5) Receives and processes payments; calculates and reports daily deposits; delivers deposits to the bank; secures daily funds into the department safe.
- (6) Maintains required licensures and certification, if any.
- (7) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (9) Performs other related duties as assigned.

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MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: *County, Department, and Division goals and objectives; *County, Department, and Division policies and procedures; *personnel rules and regulations; workplace safety; *government structure and process; legal terminology; court filing procedures; proper procedures for destruction of documents; *office practices and procedures; English grammar and spelling; case management; records management.

Skill in: typing; transcription; word processing; computer operation; telephone console operation; use of modern office equipment.

Ability to: carry out instructions in written, oral, or picture form; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; prepare accurate documentation; copy materials accurately; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communication; work alone on most tasks; handle sensitive inquiries from and contacts with officials and general public; maintain records according to established procedures; develop and maintain effective working relationships; perform job safely; multi-task; carry file boxes.

POSITIONS DIRECTLY SUPERVISED:

Interns

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

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