



An Equal Opportunity Employer

JOB DESCRIPTION

JOB TITLE: Clerk of Courts, Chief Deputy

FLSA STATUS: Exempt

DEPARTMENT: Clerk of Courts

CIVIL SERVICE STATUS: Unclassified

REPORTS TO: Clerk of Courts

EMPLOYMENT STATUS: Full-time

ESSENTIAL FUNCTIONS

As the top assistant to the Miami County Clerk of Courts, performs routine and complex administrative and managerial duties in the standard operating policies and procedures of the Department. Oversees bookkeepers and functions as top assistant to the Clerk of Courts. Monitors legislation and laws affecting the Clerk of Courts office.

- Oversees bookkeepers' work product.
- Manages the Department in the absence of the Clerk of Courts.
- Keeps inventories for and purchases supplies for office and printed stock.
- Maintains payroll records.
- Reviews bank account expenditures, statements and reports on a monthly basis.
- Records and reports staff absence information to the Clerk of Courts.
- Prepares granted expunged cases.
- Monitors legislation and laws pertaining to Clerk of Courts and updates office procedures accordingly.
- Attends County Commission meetings and other staff meetings, as needed.
- Conducts annual performance reviews for supervisors, bookkeepers.
- Regular, reliable, predictable, and punctual attendance is an essential function of the position.
- Perform other duties related to those of the position and/or resulting from the needs of the organization. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.



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EDUCATION & EXPERIENCE

- High school diploma or GED equivalent
- Bachelor's Degree or minimum of seven (7) years' experience in legal or related field.
- Management experience, including preparing performance evaluations for court employees
- Advanced knowledge of Court and Clerk of Court procedures, policies, and practices is preferred

Candidate must possess the ability to:

- Manage, supervise and make administrative decisions in the absence of the Clerk of Courts
- Exhibit excellent organizational skills
- Solve problems and make decisions
- Delegate work, resolve conflict and mentor team
- Successfully manage a variety of tasks and issues
- Establish and maintain effective working relationship
- Communicate effectively, both orally and in writing, with County employees, officials and the general public
- Navigate stressful situations and perform tasks with a high degree of accuracy while under pressure

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Tools and equipment used in the performance of this position include, but are not limited to, the following: phones; personal computer, including word processing, spreadsheet and database software; automobile; copy machine; fax machine; 10-key calculator.

The Chief Deputy must be bondable and maintain a valid State of Ohio Driver's License throughout the term of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and



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reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.