POSITION DESCRIPTION
Trumbull County Probate Court
Revised: 5/25/2022

CLASSIFICATION TITLE: Deputy Clerk

<table>
<thead>
<tr>
<th>FLSA STATUS</th>
<th>Non-exempt</th>
<th>EMPLOYMENT STATUS</th>
<th>Full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXEMPTION TYPE</td>
<td>N/A</td>
<td>REPORTS TO</td>
<td>Judge James A. Fredericka</td>
</tr>
<tr>
<td>CIVIL SERVICE STATUS</td>
<td>Unclassified</td>
<td>WORK SCHEDULE</td>
<td>40 hours per week</td>
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</tbody>
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MINIMUM QUALIFICATIONS
- High School diploma or general education degree (GED) with multiple years of related experience and/or training.
- Must have the ability to read; write; perform basic mathematics; collect and record money transactions; proficiency in typing and word processing.
- Familiar with Microsoft Office Suite with emphasis on Microsoft Outlook.
- Able to access and manipulate data in a court’s computer system.
- Familiar with Cisco Systems Phone or Equivalent type phone system.
- Along with the above Minimum Qualifications, experience with a law office or with legal processing is preferred.

DISTINGUISHING JOB CHARACTERISTICS
- Provides information and direction for the public when entering the Probate office. Interacts with public in a pleasant and effective manner.
- Operates a multi-line telephone system, routes call and takes messages for court employees, in their absence.
- Assists in handling the daily outgoing and incoming mail for the Probate court.
- Provide quality customer service to members of the public.
- Receiving both public and confidential filings from the public and add them into the Court’s filing system.
- Be able to articulately explain specific court and legal procedures to the public.
- Collects applicable fees, issues receipts, and maintains cash/check records for the court.
- Issue out Official Entries and Notices from the Judge and Magistrates to the public.
- Works directly with other deputy clerks, judges and magistrates on specific court cases.
PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job’s essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer; employee and/or applicant identify tasks that are required by the job, with or without reasonable accommodation.

While performing duties of this job, the Deputy Clerk frequently sits and stands for extended periods of time. Must be able to transport and lift files and docket books weighing up to 20 pounds. Must be capable of communicating verbally and in writing with others in person and by telephone.

OTHER DUTIES & RESPONSIBILITIES

- Performs other duties, as directed by the Judge and Magistrates.
- Attends and follows all training provided by the Court.

IMPORTANT QUALITIES

1. Initiative
2. Enthusiasm
3. Adaptability/Flexibility
4. Pleasant disposition
5. Attention to detail
6. Poise
7. Dependability
8. Thoroughness
9. Ability to work under pressure
10. Professional appearance
11. Ability to get along with others
12. Ability to work closely with others
13. Ability to work independently
14. Ability to follow rules strictly

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.

Interested Parties Can Contact Joe Sava at the Trumbull County Probate Court by sending a resume and cover letter to jsava@trumbullprobate.org.