

**FULL TIME DEPUTY CLERK
AFSCME 3411
CIVIL DIVISION
TOLEDO MUNICIPAL CLERK OF COURT**

Summary

Responsible for assisting various desks in the Civil Division. Requires excellent attention to detail and the ability to carry out oral and written instructions.

Directly reports to the Floor Supervisor of the Civil Division.

Hours of Work

Regular shift will be 8:30 AM – 4:30 PM, Monday through Friday.

Job Responsibilities

- Civil Counter
- Certificates of Judgment

Additional Duties

- Destruction Scanning
- Other work as required

Qualifications

- High school graduate or the equivalent
- Satisfactory criminal record check
- Excellent attendance and tardiness record
- Excellent disciplinary record
- Knowledge of general office practices and procedures
- Ability to carry out oral and written instructions with considerable attention to detail
- Ability to perform varied data-entry tasks and type 30+ wpm

Working Conditions

- Indoors in a busy environment with an exposure to noise, heat and cold
- Public contact requiring appropriate business-like apparel
- Frequently work at a fast pace with unscheduled interruptions
- Standing, Stooping, Bending, and Reaching
- Mobility among various locations within the Court Building
- Carrying up to 25 lbs of weight on an occasional basis

Desirable Characteristics

- Extensive experience in court procedures
- Excellent computer skills
- Demonstrated ability to sort and prioritize work
- Familiar with court etiquette
- Flexibility

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. Job responsibilities are subject to change based upon the needs of the office.

Rate of Pay

Start Rate	13.43
After Probation	14.39
After 2 years	15.34
After 3 years	16.32
After 4 years	17.28
After 7 years	18.24
After 10 years	19.19

Benefits

- 2 weeks of Vacation time is earned after one full year of service.
- 7 hours of sick time is accrued on a monthly basis.
- Health benefits are provided through the City of Toledo. The monthly premium for single employee coverage is \$94 per month; single employee plus one dependent is \$160; and family coverage is \$166.

To Apply: Submit a letter of interest and resume by March 19, 2019 no later than 4:00 PM to:

Clerk of Toledo Municipal Court
Attention: Elizabeth Lyons, Human Resources Officer
555 North Erie Street
Toledo, Ohio 43604
elizabeth.lyons@tmcourt.org