

**FULL TIME DEPUTY CLERK
AFSCME 3411
CRIMINAL / TRAFFIC DIVISION
TOLEDO MUNICIPAL CLERK OF COURT**

Summary

Transports criminal and traffic files to various locations within Toledo Municipal Court.

Must be able to work independently and have the ability to work well with others.

Requires use of Criminal / Traffic affidavits. Must be able to sort, scan and file accurately.

Directly reports to the Floor Supervisor of the Criminal / Traffic Division.

Hours of Work

Regular shift will be 8:30 a.m. to 4:30 p.m. Monday through Friday.

Job Responsibilities

- Transports files throughout Toledo Municipal Court

Additional Duties

- Sort, scan and file cases
- Set-up new cases
- Answer phones
- Other work as required

Qualifications

- High school graduate or the equivalent
- Satisfactory criminal record check
- Ability to carry out oral and written instructions with attention to detail
- Good Communication Skills
- 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

- Knowledge of court procedures
- Excellent attendance and tardiness record
- Knowledge of computer programs including Microsoft Word, Excel and Windows
- Ability to establish and maintain good working relationships with other court personnel, attorneys, and the general public

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	14.18
After Probation	15.84
After 2 years	16.19
After 3 years	17.23
After 4 years	18.24
After 7 years	19.26
After 10 years	20.26

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 April 20, 2021 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