

**RICHLAND COUNTY CLERK OF COURTS
50 PARK AVENUE EAST
MANSFIELD OH 44902
419-774-5549**

June 16, 2026

JOB POSTING

Richland County Clerk of Courts – Legal Division

Position: Deputy Clerk (Division to be determined)

**Hourly rate: \$16.00 per hour
After probationary period of 120 days, employees are members
Of AFSCME Local 3988 – starting wage is not negotiable**

Qualifications: See attached

Closing Date: July 6, 2026

**Interested applicants should submit a cover letter and resume in person or via email
or mail to:**

**Heidi Ewing
Richland County Clerk of Courts
Ewing.h@richlandcourtsoh.us**

**Or mail or drop off to Richland County Clerk of Courts
Address above from 8:00 a.m. to 4:00 p.m. M-F**

Position Title: DEPUTY CLERK 1/CLERK OF COURTS

Department: LEGAL DIVISION

General Description of Duties

Under direction, the purpose of this position is to process work for Richland County Common Pleas Courts. Employees in this classification perform clerical work. Position is responsible for processing various documents, assisting attorneys and the general public with inquiries and maintaining records. Performs related work as directed.

Specific Duties and Responsibilities:

Examples of Essential Functions:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such are a logical assignment to the position.

Position Requires the Ability to:

Domestic Relations Division

- Performs tasks of a precise legal or technical nature
- File-stamp pleadings
- Processes new cases, including service work as required by law for new, pending and post decree actions
- Seal court files, maintain sealed court files and unseal under the instruction of the Court
- Issue summons, subpoenas, writs, warrants, recognizance bonds
- Docket and mail out Court mail upon receipt from the Court
- Scan/copy all entries and orders
- Pull and prepare cases for court and file away when returned from Court
- Prepare all files and other paperwork for microfilming
- Maintain files
- Prepare and mail vital statistics report
- Answer customer inquiries made in person, by telephone, by facsimile transmission, by e-mail or by U. S. mail and provide general information
- Conduct case searches for the general public
- File pleadings and related documents in the proper cases
- Make copies and certified copies for all individuals requesting same

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- Calculate fees for court cases, issue cost statements as necessary, receipt payments and pay out costs designating specific funds due, enter the information into computer and make note to bookkeeper(s), receipt monies due and make correct change
- Research payment information through computer and bookkeeping records
- Print end of day report, check against daily receipts and give to bookkeeper noting any discrepancies in report versus receipts
- Communicate effectively through speech and writing
- Record notary commissions
- Follow detailed written and oral directions from management
- Work independent of supervision
- Maintain confidentiality of information processed
- White-out (tape out) social security numbers from pleadings prior to scanning

Civil/Criminal Division

- Performs tasks of a precise legal or technical nature
- File-stamp and separate pleadings for the proper division
- Processes new cases, including service work as required by law for new, pending and closed cases
- Mail notices as instructed by Common Pleas Court
- Transfer new cases from Prosecutor's Office
- Scan indictments
- Seal court files, maintain sealed court files and unseal under the instruction of the Court
- Issue summons, subpoenas, writs, warrants, recognizance bonds
- Conduct case searches for the general public
- File pleadings and related documents in the proper cases
- Make copies and certified copies for all individuals requesting same
- Calculate fees for court cases, issue cost statements as necessary, receipt payments and pay out costs designating specific funds due, enter the information into computer and make note to bookkeeper(s), receipt monies due and make correct change
- Research payment information through computer and bookkeeping records
- Print end of day report, check against daily receipts and give to bookkeeper noting any discrepancies in report versus receipts
- Communicate effectively through speech and writing

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- Follow detailed written and oral directions from management
- Work independent of supervision
- Maintain confidentiality of information processed
- White-out (tape out) social security numbers from pleadings prior to scanning

Position Requires Knowledge of:

- Accuracy in work product and overall attention to detail
- Applicable laws regulating office functions
- Ability to learn CourtView Judicial Management System
- Correct use of English grammar, spelling and punctuation
- Computer keyboarding skills
- Ability to operate routine office equipment (copier, calculator, fax machine)

Minimum Training and Experience:

High school diploma or General Equivalency Degree supplemented by two (2) years' of clerical experience, at least six (6) months of computer experience and any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.

Special Requirements:

- This position has no special requirements

Data Utilization:

Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Prepares various documents and records, including correspondence and facsimile transactions sent to attorneys, court personnel, parties to actions filed in cases, other county and state offices and agencies, and other parties as necessary.

Consults various manuals, handbooks and reports.

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Human Interaction:

Requires the ability to effectively communicate with others by using listening skills, asking appropriate questions and using all available resources to answer questions of associates and the general public.

Communicates and/or interacts with associates, supervisors, the general public, attorneys, court personnel, and other county and state offices and agencies.

Equipment, Machinery, Tools and Materials Utilization:

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a wide variety of reference, descriptive data and information.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages. May require the ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in oral, written, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning:

Requires the ability to exercise judgment, decisiveness, creativity and the use of available resources to resolve situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

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ADA Compliance:

Physical Ability: Tasks include the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Acknowledgement

I, _____, have read and understand the contents of this position description.

Signature

Date