

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

Summary

Assists in the Records Management Area of the Clerk's office. Must be able to sort, scan and file accurately.

Updates CLIP in stations 1, 2 and 3. Must be able to make computer entries accurately and in a timely manner. May be assigned to help with other areas of the Clerk's office, depending on workload and staffing requirements.

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

Hours of Work

Regular shift will be 2:00 p.m. to 10:00 p.m. Monday through Friday.

Job Responsibilities

- RMA
- Updating

Additional Duties

- Assist with counter
- Answer phones
- Other work as required

Qualifications

- High school graduate or the equivalent
- Ability to carry out oral and written instructions with attention to detail
- Ability to sort and prioritize work
- Ability to perform varied data-entry tasks and type 20+ 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 and pushing up to 25 lbs or more of weight on a regular 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	12.28
After Probation	13.23
After 1 year	14.18
After 2 years	15.11
After 3 years	16.08
After 4 years	17.02
After 7 years	17.97
After 10 years	18.91

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.
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To Apply: Submit a letter of interest and resume by Monday, July 23, 2018 no later than 4:00 PM to:

Clerk of Toledo Municipal Court
 Attention: Elizabeth Lyons, Human Resources Officer
 Criminal/Traffic Position
 555 North Erie Street
 Toledo, Ohio 43604

elizabeth.lyons@tmcourt.org