

Title: Deputy Clerk 3

Agency

Franklin County Probate Court

Pay Rate Start

\$21.75

Job Type

Full-time, Regular, Unclassified

Closing

August 20, 2025

Location

373 S. High St., 22nd floor
Columbus, Ohio 43215, OH

Typical Work Hours

Monday - Friday 8:00 a.m. - 5:00 p.m.

Probationary Period

180 Days

Classification Purpose

The primary purpose of the Deputy Clerk 3 classification is to perform specific work in support of the Probate Court in more complex and confidential case types and financial functions, including indexing court case information and legal documents, working with magistrates to implement orders, and processing financial transactions for the County Auditor and State of Ohio funding sources.

Job Duties

Receives and reviews documents for complex confidential cases; verifies that submissions meet mandatory criteria in order to be accepted by the court as filed; prepares and files documents through the e-filing system; reviews current case files prior to hearings.

Communicates with Magistrates, attorneys, agencies, and lay persons regarding current cases, past cases, or general court information; responds to or initiates discussion about pending cases, new legislation, issues, or court policy in general; responds to e-mail, phone, or direct requests in compliance with Ohio laws regarding release of specific information.

Assists with coordination of court calendar; schedules new cases or continuance of existing cases; communicates schedule with Magistrates, attorneys and all parties involved.

Assists with questions regarding e-filing and answering e-filing help line phones; performs link checking by verifying image, barcodes, file stamps, and case numbers.

Trains new staff in policies and procedures as needed.

Effectively communicate in writing and in person with colleagues, law offices, and the public.

Attend workshops and training, as required. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

Major Worker Characteristics

Knowledge of public relations; agency policy and procedures; government structure and process. Skills in office equipment.

Ability to establish friendly atmosphere at the court; handle sensitive inquiries; resolve complaints from angry residents & government officials.

Requires the ability to review, classify, categorize, prioritize, and/or analyze data. 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.

Ability to comprehend a variety of forms, reports, or other documents. Ability to comprehend a variety of policies, procedures, manuals, and other reference materials. Ability to prepare various forms, reports, correspondence, publication requests, checklists, Judgment Entry for review and approval, etc.

Requires the ability to apply principles of persuasion and data driven decision making in coordinating activities of a project, program, or designated area of responsibility.

Ability to communicate with supervisor, attorneys, adoption agencies, law enforcement, mental health facilities, government agencies, co-workers, co-workers, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Minimum Qualifications

Associate degree in public administration, business administration, paralegal studies, or related field; with two years of office experience, preferably in a legal environment; or any equivalent combination of education, training and experience.

Benefits

All full-time, permanent Franklin County Probate Court staff receive the following benefits through the Franklin County Cooperative Health Benefits Program after initial period of employment:

- Extensive health benefits, including medical, dental, and vision coverage
- Life insurance coverage for all permanent employees
- Guaranteed 11 paid holidays every year
- A 14 percent employer contribution to OPERS pension plan
- Eligibility for Ohio 457 deferred compensation savings plans
- Potential monetary incentives during annual wellness programs for employees/spouses enrolled in healthcare

See more information regarding benefits we provide at <https://bewell.franklincountyohio.gov/>

To Apply:

Email your resume and cover letter to gstornik@franklincountyohio.gov