

Title: Lead Deputy Clerk

Agency

Franklin County Probate Court

Pay Rate

Commensurate with experience and duties

Job Type

Full-time, Regular, Unclassified

Bargaining Unit

Non-Bargaining

Closing

June 5, 2025, at 11:59 p.m.

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 1 Lead classification is to perform general clerical work in support of the Probate Court, including receiving, scanning, indexing, and recording court case information and/or legal documents, providing general information and assistance, ensuring necessary coverage in court support services areas.

Job Duties

Provides general and specific customer service to Probate Court visitors; answers phone calls and e-mails; greets walk-in customers and provides requested information; assists with filing paperwork for birth corrections, delayed births, name changes, and marriage licenses; retrieves requested Probate case files for customers; receives sign-out cards and processes; assists customers with usage of fiche and roll reader printers; re-files cases and fiche when returned.

Prepares, processes, and/or distributes case files; opens new case files, placing appropriate color, name and year sticker on folder; prepares, organizes and scans documents into scanning machine; verifies case numbers and file stamps on documents; audits scanning for errors; stamps all documents that have been scanned and linked; files papers received from scanning and docketing; ensures proper preparation, folder and accurate filing; and maintains case file integrity.

Receives payments for filings and transactions; receives cash, checks and money orders from attorneys or filers; records related case number and total cost; receives docket deposits and assigns case numbers.

Provides general clerical support as needed; helps customers with genealogy searches; assists with locating missing files and case file documents; tracks volume and type of court filings; assists with link checking; prepares, audits, and processes documents on E-Filing System.

Provides direction to CSS Clerks, consults with them on court policy and procedure, helps facilitate team meetings. Ensures reception coverage.

Effectively communicate in writing and in person with colleagues, law offices, and the public. Communicates with PFM about needs on the floor and the data center regarding telephone issues.

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.

Minimum Qualifications

High School diploma or GED with one year of experience in an office or 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