**OHIO COUNTY CIRCUIT CLERK’S OFFICE**

 **Job Posting**

**Position Title:** Deputy Clerk **Reports to:** Ohio County Circuit Clerk **Supervises:** Not a supervisory role  **Salary:** Mid $30,000.00’s

annually (negotiable based on experience)

**FLSA Status:** Salaried Non-Exempt

**Benefits:** Health, life, dental and vision insurance, pension

**Start Date:**  Within two weeks of offer (unless otherwise agreed)

**Hours:** Monday through Friday from 8:30 a.m. to 5:00 p.m.with a 1-hour unpaid meal break. Some flexibility is required.

**SUMMARY AND PURPOSE:**

The Ohio County Circuit Clerk’s Office receives and processes all lawsuits filed in the Ohio County courts, including criminal indictments, electronic filing (e-filing) or in paper form. Filing fees and service fees are collected and deposited into the proper fee accounts for distribution either daily or monthly. This position must maintain highly confidential information and exercise discretion in the processing of the case filings, financial information and distribution, and subpoenas/warrants from the Court. This position will be required to attend hearings of the Court, either in person or Teams hearings.

**ESSENTIAL FUNCTIONS:**

Duties to include, but are not limited to: excellent computer skills with accurate data entry, working with the public, courtroom appearances, being a team player, ability to multi-task with interruption, exceptional written and verbal communication skills, processing criminal and civil cases and bonds, reviewing filings made by the Bar with any necessary contact to the law firms, enters financial payments via cash, credit or debit cards into the case management system, daily processing of finances and deposits, miscellaneous clerical duties, and any other duties as assigned.

**POSITION REQUIREMENTS:**

A high school diploma, GED, or equivalent

A college degree is a plus

A background in law, criminal justice, computer technology or financial services is preferred

1-3 years in a legal environment preferred

Knowledge of legal terminology

Proficient in technology, excellent computer skills – data entry with frequent interruption

Proficiency in Microsoft Outlook and Word

Ability to multi-task in a fast-paced environment Detail oriented for accurate recording and maintaining of court documents

Positive, professional demeanor Answers telephone calls and e-mails

Knowledge of general office practices and procedures

Skillset to work independently and as a team

**MAJOR WORK CHARACTERISTICS:**

Special requirements involve understanding the court’s purpose, responsibilities to keep accurate records, functions, organizational structure, and the ability to successfully deal with outside agencies and the public (i.e. law enforcement, attorneys, plaintiffs, defendants, witnesses, jurors, victims, etc.)

**APPLICATION:**

Interested applicants must submit a resume, cover letter and three (3) references to: Brenda L. Miller, Ohio County Circuit Clerk, 1500 Chapline Street, Room 403, Wheeling, WV 26003 or e-mail to Brenda.Miller@Courtswv.gov

All inquiries will be held in strict confidence.

Equal opportunity employer.