

# SANDRA KURT

## Akron Municipal Clerk of Courts

### **Position Description: Deputy Clerk of Courts**

Akron Clerk of Courts Office is seeking applications for a full-time Deputy Clerk of Courts position. Deputy Clerk of Courts provide administrative support to the public, law enforcement, attorneys, and staff at the Akron Municipal Court. Responsibilities include accurately entering data into the Court's case management system, preparing and correctly docketing court records, generating letters, mailings and reports and creating/implementing court processes in accordance with changing laws and regulations. Deputy Clerk of Courts must work cooperatively in the assigned division/department and are expected to provide excellent customer service to the public, manage financial transactions, and continuously improve his or her understanding of complex court processes.

### **Qualifications, Training, and Experience**

The ideal applicant will have excellent attention to detail, superior organization skills, and the ability to communicate and work well with others in a diverse, fast-paced environment. Applicants must be comfortable engaging with the public and be able to learn and retain complex information quickly. Proficiency with computer applications, including word processing, is required. Previous experience in customer service roles, in an administrative/clerical position, and experience with data entry systems is desired. Prior experience working in the court system or legal industry is preferred, but not required. High school diploma or equivalent is required, in addition to fluency in the English language. Basic arithmetic and business math skills are also required. Candidates must possess honesty and integrity of the highest standard and be able to maintain confidentiality in accordance with all applicable rules and regulations.

### **Salary and Benefits**

Starting pay is \$20.24 per hour with salary advancement potential contingent upon a candidate's related skills, knowledge, and abilities. Excellent medical, dental, and vision benefits, participation in Flexible Spending Accounts, Deferred Compensation Retirement accounts, and other benefits are available. This position pays into the Ohio Public Employees Retirement System (OPERS).

### **Application**

To apply for this position please submit a resume, list of references, and (optional) cover letter to Chief Deputy Rana Matar via email at [rmatar@akronohio.gov](mailto:rmatar@akronohio.gov). Applicants who meet the job description will be contacted via phone or email to schedule an interview.