

**WILLOUGHBY MUNICIPAL COURT
JUDGE MARISA L. CORNACHIO**

FULLTIME DEPUTY CLERK POSITION: CIVIL DIVISION

A deputy clerk performs general and routine receptionist and clerical duties in support of civil court; receives and processes civil complaints; provides general information and assistance to Court staff, attorneys, and the public.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Receives, processes documents and filings for civil complaints and so forth. Accepts and processes monetary payments in the form of cash, check, money order or credit card on matters relating to civil matters and cases. Responds to telephone inquiries pertaining to general court information, and the vast majority of issues related to procedure for civil actions and related filings. Responds to counter inquiries pertaining to general court information, and the vast majority of issues related to procedure for court actions. Files and scans for electronic storage cases, responds to record requests. Prepares appealed cases. And other duties as assigned.

At Will Position: This position is an "AT WILL" position. The person(s) employed by the Willoughby Municipal Court under this job classification serve solely at the pleasure of the Willoughby Municipal Court Judge and/or her designee. "AT WILL" positions can be terminated, modified without cause with no recourse, totally upon the discretion of the Willoughby Municipal Court Judge and/or her designee.

Employee, Non-Exempt; This job classification is not exempt from the overtime provisions of the Fair Labor Standards Act and is eligible to receive overtime pay.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED with two (2) years of previous experience in clerical, reception or similar work; experience in a legal environment preferred; or an equivalent combination of education, training, and experience. Working knowledge with Excel, Word and Adobe Acrobat and the ability to learn and work with the case management software program.

Additional Requirements

No licenses or certificates required. Basic mathematical calculations. Ability to follow instructions both verbally and in written form. Self-motivation and loyalty. Maintain confidentiality. Demonstrate ability to follow instructions both verbally and in writing. Consistently maintains exceptional work attendance and punctuality. Demonstrate ability to function effectively with coworkers and the public with a vast divergence of personalities. Employment will be provisional pending the successful outcome of a background check.

Language Ability & Interpersonal Communication

- Ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to comprehend a variety of legal documents and court documents including warrants, rulings, judgments, forfeitures, foreclosures, rulings, motions, subpoenas, mail, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare legal and court-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret general legal and administrative terminology and language.
- Ability to communicate with co-workers, supervisors, judges, attorneys, employees and managers of other departments, and the general public.

Supervisory Responsibilities: None

Willoughby Municipal Court is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.