

Civil Division Clerk (Part-Time)

JOB SUMMARY: The part-time Clerk position performs general clerical, administrative and office support to assist department operations within the Civil Division. Work involves maintaining records, processing documents, providing customer service and supporting staff with office functions while maintaining confidentiality and accuracy. This role is vital to the safe-keeping and efficient processing of legally signed and documented court paperwork.

JOB DUTIES (include but are not limited to):

- Receives, processes, and maintains files for subpoenas, summons, writs of execution, eviction notices, restraining orders, foreclosure notices, and various other court paperwork.
- Processes paperwork originating from the Butler County Common Pleas Court, Butler County Domestic Relations Court, Area Courts, city courts, and courts outside the jurisdiction.
- Enters service fees and related financial data accurately into the agency's computer system (no physical cash handling required).
- Answers and returns phone calls from courts, law enforcement agencies, and citizens concerning the service of court paperwork.
- Assists the general public, maintaining professionalism and composure in high-stress or emotionally charged situations.
- Prepares correspondence, reports, and forms using standard office software.
- Provides assistance on specific projects and performs other general clerical duties in support of the unit as assigned by the supervisor.

QUALIFICATIONS & REQUIREMENTS:

- Position requires a high school diploma or GED.
- Knowledge in general office recordkeeping, data processing, and customer service is preferred.
- Must possess computer knowledge and the ability to use various electronic devices and programs.
- Ability to obtain and maintain LEADS/NCIC certification.
- Notary Public commission in the State of Ohio is preferred, or the ability to obtain one upon hire.
- Applicants are subject to an extensive background investigation, which includes a polygraph, drug screen, and criminal history check.

JOB TYPE: Part-time

STARTING SALARY: \$18.32/hour, includes part-time benefit package

PART-TIME BENEFITS PACKAGE INCLUDES: Ohio Public Employees Retirement System; Deferred Compensation Retirement Plans; Employee Assistance Program; Paid sick leave

HOURS: Monday-Friday; 24-30 hours weekly

TO APPLY FOR THIS POSITION PLEASE VISIT:

<http://www.butlersheriff.org/general-info/employment/> to submit a Pre-Employment Application online