

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Cover Page 1 of 2

Agency:	Common Pleas Court	Employee Name:	
Class Title:	Probate/Juvenile Deputy Dept.	Position Title:	Intake/Diversion Office Clerk
Class Number:	01111CP	Position Number:	04:110104.0
Dept./Div.:	Probate, Juv., and Domestic Relations	Civil Service Status:	Unclassified
Unit:	Probate and Juvenile Courts	Employment Status:	Full time
Reports To:	Common Pleas Judge	FLSA Status:	Nonexempt
EEO Status:	(06) Administrative Support	DOT/O*Net Code:	195.107-046
		Normal Work Hours:	M-F 8-4:30

GENERAL DESCRIPTION:

Under the general supervision of the chief juvenile probation officer, conducts interviews with juveniles and their families at their residences prior to their first appearance in Court to gather complete background; meets with youth and parents of first time offenders deemed eligible for diversion by prosecutor; explains youths charges and answers questions without giving legal advice; explains the diversion program and the benefits and risks of the program; signs the contract; writes prehearing reports; monitors activities and/or behavior of assigned juvenile offenders; prepares and files motions with the court for probation cases; attends court hearings to observe and testify when required; provide courtroom security; provides secretarial support to the probation office.

Under general supervision of Probate, Juvenile, and Domestic Relations Common Pleas Judge, provides secretarial support for the juvenile probation office to prepare a variety of documents, reports, paperwork and correspondence. Operates scanner to back image all cases in Probate and Juvenile Courts dating from 1800s to present for creation of electronic file from physical records; maintains cases in electronic filing system.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of an Associates degree in Criminal Justice or related field. Familiarity with standard office procedures in addition to Microsoft Office and Excel knowledge.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the county's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Motor vehicle, personal computer, printer, copier, scanner, and other commonly utilized office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury due to unclean or unsanitary conditions; has contact with potentially violent or emotionally distraught persons; has exposure to hazardous driving conditions; uses or works in proximity to firearms; has exposure to potentially dangerous animals; has exposure to second hand smoke; has irregular hours.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, OH 43017

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Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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Unit:	Probate and Juvenile Courts		

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

20% Conducts interviews with juveniles and their families at their residences prior to the first appearance in court to gather complete background information; drives motor vehicle to interviews; distributes information regarding court procedures including all possible dispositions to ensure families are aware of their options including the right to legal counsel; meets with youth and parents of first time minor offenders deemed eligible for the diversion by the prosecutor; explains youths charges and answers questions without giving legal advice; explains diversion program and benefits and risks of the program; signs diversion contract; meets with juveniles and parents for 90 day follow up meeting to monitor compliance.

20% Prepares prehearing investigation reports and submits to court (e.g. reads through all information and requests additional information if needed for clarification; summarizes and includes information gathered in reports to court; etc) enters cases into Courtview computer program for documentation and filing purposes; files diversion violations with court if needed when youth is found to be out of compliance; files memos to the prosecutor and courts indicating successful completion of diversion and requests charges be closed and sealed; expunges diversion records as ordered by the court.

15% Serves court papers to probationers and parents as needed; requests warrants for missing juveniles; attends court hearings to observe and testify when required; takes probationers into custody and transports in personal vehicles if circumstances warrant; pursues and restrains offenders as needed; provides courtroom security, handcuffs probations when sentences to detention; interprets court orders and/or proceedings for offender; prepares and files motions with the court; contacts and meets with attorneys and or judges to discuss cases; communicates with law enforcement for transport to detention; communicates background information and state of juvenile to detention to assist with placement; searches incarcerated juveniles prior to transport; prepares and presents presentations in schools and communities.

15% Uses computer to type and prepare a variety of documents, report, paperwork and correspondence (e.g., violation of court order; warrant to convey; probation violations; list of offenders; etc.); proofreads documents to ensure accuracy and corrects mistakes; submits prepared documents to prosecutor and probation officers for signature required.

15% Performs secretarial and clerical tasks (e.g., sets up and maintains accurate case files electronically using appropriate computer program and in hard copy; updates case files upon receipt of journal/judgment

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Unit:	Probate and Juvenile Courts		

entries, drug test results and other information; operates computer to enter and retrieve data and to research the status of cases; accesses online BI reports for probationers on ankle monitors; uses scanner to input documents in court system for the Juvenile, Probate, and Domestic Relations Court; operates copier to make copies of case files, forms, journal entries and other correspondence; obtains and submits probationer information to the interstate compact; uses fax machine to send paperwork to appropriate agency as necessary; provides files to other office staff; sorts and distributes office mail; scans documents and sends by e-mail to appropriate agency; receives e-mails and electronically records data received as required; maintains office calendar; arranges for and schedules detention hearings with magistrate at JDC; keeps accurate list of probationers currently detained, including location and date of detainment; schedules probationers for summer work program, maintains accurate list of time needed and time worked; records sick, vacation and compensatory time for year-end audit; operates and maintains office equipment; contacts appropriate service provider for equipment and maintenance and repairs as necessary; maintains office inventory; orders needed office supplies, drug kits, and electronic monitoring prepares and submits vouchers to auditor's office for payment; uses excel spreadsheets to help maintain budget information for grants and workmen's comp.)

10% Greets, screens, assists, and directs visitors and callers; answers telephone in courteous and professional manner, directs calls and takes messages for other office staff as needed; responds to general inquires; contacts law enforcement agencies to coordinate activities and obtain police reports; performs daily courthouse rounds to distribute and retrieve documents to/from other offices (e.g., certificates of service to clerk's office; picks up journal entries from clerk's office; files reports at common pleas court and prosecutor's office and submits to auditor's office for processing of checks for juveniles in work project; verifies offenders' presence at probation office; registers clients for STAR Program at West Central Juvenile Detention Center

OTHER DUTIES AND RESPONSIBILITIES:

5% Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: county, department, and unit goals and objectives*; county, department and unit policies and procedures*; government structure and process; legal terminology; office practices and procedures; English grammar and spelling; case management; criminal justice

Skill in: data entry; computer operation; scanner operation; use of modern office equipment.

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Unit:	Probate and Juvenile Courts		Judge

Ability to: perform work in an office environment; carry out detailed but basic written or oral instructions; read, copy, and record figures accurately; copy records precisely without error; read short sentences of basic vocabulary; gather, collate, and classify information; maintain records according to established procedures; work alone on most tasks; perform job safely.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None.

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