



FRANKLIN COUNTY MUNICIPAL COURT

375 S. High St.
Columbus, Ohio 43215-4520
(614) 645-8214
Employment Opportunity

JOB TITLE:	Assignment Clerk
DEPARTMENT:	Assignment Office
REPORT TO:	Assignment Commissioner
STARTING WAGE:	Pay grade 3 – \$24.68/hour (\$51,334.40/year)
HOURS:	Full-time 8 a.m. to 4:30 p.m. (or as assigned)
FLSA:	Non-Exempt
POSTED:	May 6, 2022
DEADLINE:	Until position is filled

JOB PURPOSE AND OVERVIEW

The assignment-office staff is responsible for the assignment of cases to the judiciary, by random assignment or single assignment per Ohio Rules of Superintendence and the Franklin County Municipal Court's Local Rules. The assignment-office staff provides case-flow management and support of assigned judicial cases until they are terminated and any post sentence case management, including Probation hearings and sealing of record request hearings. Management and support of these cases may include reviewing case file information against the inputted computer data, scheduling cases to the assigned judge; reschedule additional hearings, and reviewing civil motions. The assignment-office staff also prepares management reports for the judiciary, such as the judicial civil motion's list and monthly statistical reports for each judge for submission to the Ohio Supreme Court.

The assignment clerk is under the direct supervision of the assignment commissioner. There are four full-time assignment clerks each of whom is responsible for the reviewing files for data input accuracy on assigned judiciary cases against the information within the Franklin County Municipal Court's computer system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Verify, update and enter information into the court's case-management software for all case types received from the clerk's office; review each case for single assignment; add ticklers to the system for civil motions and prosecutor coversheets
- Use the court's case-management system and jail computer system to determine whether a defendant is incarcerated or has been released on bond and modify case files as necessary
- Verify pleadings and notices for accuracy; note and correct errors of addresses and court dates; correct and/or notify the appropriate person(s) when needed; update and modify attorney information accordingly; direct pleadings and notices to the appropriate division in the court or clerk's office

- Conduct file searches when necessary and/or deliver files to courtrooms when directed
- Process daily computer reports used by the judges, bailiffs and the court
- Maintain department logs for return mail, sealing of record/expungement reports and pre-sentence investigation.
- Maintain attorney registration and change of information log; verify attorney status with the Ohio Supreme Court and modify case-management registration information and update court case information when applicable
- Answer the department's main phone line; assist the public and others with inquiries by providing information and direct them to another department when needed
- Greet the public and court personnel professionally; identify customer needs; assist with case inquiries or other information needed, by locating case information, retrieving requested case files for review, or directing customers to an appropriate court department; respond to public record requests, and redact required information
- Maintain the department's incoming and outgoing mail; sort court notices according to the delivery location; correct information when needed and reprocess; capable of notifying the appropriate assignment personnel of any outgoing mail issue; update/reprocess returned mail
- Mail and fax city solicitors' court notices to those by their requested means
- Perform the daily mail run; pick up mail from the internal postal area and drop box; take hand-stamped mail to the mailbox to be mailed
- Process pleadings and send notices on civil case motions/pleadings requiring notices to be mailed
- Process court-appointed attorney notifications in the court's case management software
- Process sealing of records/expungements when delivered by expungement department; verify record assignment and case information with the application filed; add appropriate tickler and/or prosecutor; distribute to assignment-case coordinator
- Process pre-sentence, post-sentence, sealing of records reports, and expungement reports delivered to the assignment office from the probation department; log report and verifying judicial assignment, record hearing date, and distribute report accordingly
- Contact the clerk's office with questions or concerns with data in the file and/or note requests to correct and update files; contact the duty prosecutor with questions concerning charges
- Cover for other assignment staff when absent
- Moderate cleaning and light lifting (10 to 20 pounds)
- Perform other duties as assigned, and may be assigned to other positions in other departments of the court if needed

QUALIFICATIONS AND REQUIREMENTS

- A high school diploma or equivalent
- Ability to work effectively with others and the ability to perform multiple tasks with interruptions
- Knowledge of common office practices, procedures and equipment
- Comfortable with change, ambiguity and multiple competing demands
- Proficiency in operating a personal computer and Microsoft Office products such as Word, Outlook and Excel

- Previous experience with or capable of learning the court's current case management software, CourtView or similar case management programs
- Ability to type with speed and accuracy
- Ability to effectively and professionally communicate verbally and in writing in English to diverse audiences
- Ability to manage a multiline telephone system; possess exceptional telephone and interpersonal communication skills
- Ability to interact and maintain effective working relationships with Judges, employees and others conducting business with the court
- Must be conscious of and sensitive to the diversity within the court's jurisdiction and be able to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial and ethnic backgrounds regularly
- Professional appearance and demeanor appropriate for the position and the work environment expected of a representative of the court
- Demonstrated dependability, reliability and excellent attendance record
- Respond professionally to inquiries requested by internal and external personnel and the public
- Possess strong organizational skills with attention to detail
- Must be able to manage time and responsibilities efficiently while working as a team member; adaptable to changes and shows initiative
- Patience, objectivity, maturity, effectiveness under stress and a pleasant/positive attitude

Additional consideration will be given to individuals who have any of the following qualifications: an associate's degree, bachelor's degree, paralegal certification or other advanced schooling; an understanding of legal terminology and procedures; prior work experience in a court system or legal environment; the ability to speak and write Spanish or a language commonly used by people of Somalia for whom English is a second language; or proficiency in American Sign Language.

BENEFITS

The Franklin County Municipal Court offers an excellent benefits package that includes medical, prescription, vision, dental and life insurance; short-term disability; generous vacation, sick and personal leave; 11 paid holidays; longevity service payments; sick-leave reciprocity; an employee assistance program; deferred compensation program; tuition reimbursement; and credit union membership.

Court employees are members of the Ohio Public Employees Retirement System which provides retirement, disability and survivor benefits for public employees. All full-time employees hired after Jan. 20, 2010, contribute to OPERS by paying the required employee share which is 10 percent of their salaries. The Court pays the required employer's share of 14 percent of an employee's salary. Court employees do not have any Social Security taxes withheld from their pay because they are OPERS members.

APPLICATION PROCESS

Applicants must submit the Court's employment application form, a resume and a cover letter addressed to Human Resources that describes with some specificity how an applicant's qualifications match those required for the position.

The Franklin County Municipal Court Judges application can be found at <https://municipalcourt.franklincountyohio.gov/About/Employment/Employment-Opportunities>. Applications should be completed and submitted online. Application materials should be submitted to CourtHR@fcmcclerk.com.

Receipt of applications will be acknowledged by e-mail, and only those applicants invited for an interview will be contacted by telephone. Applicants should not call or contact the Human Resources Director any Court employee concerning their application.

COURT EXPECTATIONS OF EMPLOYEE

In completing the duties and responsibilities of the position, the Court expects the employee will adhere to all court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

AT-WILL AND EQUAL-OPPORTUNITY EMPLOYER

Employees of the Court are at-will employees and serve at the pleasure of the Court; they are not in the classified civil-service system and are not members of bargaining units. The Court is an equal opportunity employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status or genetic information.