



**POSITION AVAILABLE:**

**Specialized Clerk**

**POSTING DATE:** Monday, August 16, 2021  
**DEADLINE TO APPLY:** Monday, August 23, 2021

**DEPARTMENT:** Adult Probation  
**LOCATION:** Ravenna, OH

**STARTING SALARY:** \$16.00/hour; negotiable based on experience  
**WORKING HOURS:** 8:00 a.m. - 4:00 p.m. Monday - Friday and Tuesday evenings as directed  
**FLSA STATUS:** Classified, non-exempt

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**MINIMUM QUALIFICATIONS:**

High school diploma or GED required and two years secretarial or office management experience is preferred.

Understanding of: Oral and written communication, department office equipment (computer, phone, fax, scanner, copier, etc.), computer literacy (Word, Excel, Outlook, Court View, LEADS), court procedures, policies and procedures of the Adult Probation Department, Crisis Intervention

**EXAMPLE OF DUTIES:**

This position involves assisting the Chief with investigating expungement filings to determine eligibility to sealing or expungement. This includes: emailing and receiving questionnaires for felony defendants, searching LEADS (CCH) and OCN to research prior records, LEADS Operator, scheduling hearing dates, typing Journal Entries for the Court, sending Journal Entries to the Clerk’s Office, keeping statistical information, attends training on an annual basis, if required, answering telephones, making and checking appointments, taking messages, monitoring the kiosk and assisting clients, visitors, etc.

This position involves providing back up secretarial duties for the Probation Department. Duties may include: typing correspondence, memos, motions, journal entries, etc., updating computer information on individual probationers and keeping track of statistics (e.g. referrals, terminations, year-end reports, etc.), collecting money orders and issuing receipts, monitor closed files maintained offsite, conducts Municipal Probation case file close outs in Court View and files in close out drawer, performs back up duties for the Office Manager as directed.

**HOW TO APPLY:**

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- **APPLICATIONS, RESUMES AND COVER LETTERS** CAN BE FAXED OR EMAILED:

FAX: 330-298-4225

EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM)

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