

Richland County Common Pleas Court –Juvenile Division

POSITION OPPORTUNITY ANNOUNCEMENT

DATE POSTED:	July 23, 2025	AVAILABILITY DATE:	Immediate
POSITION AVAILABLE:	Deputy Clerk -Receptionist		
STATUS:	Full-time /Nonexempt		
WORK HOURS:	Forty-hour work week; normal work hours are Monday through Friday, 8:00 a.m. to 4:00 p.m., with some flexibility required.		
LOCATION:	Richland County Juvenile Justice Center 411 S Diamond St Mansfield, Ohio 44902		

POSITION RESPONSIBILITIES:

Under direction, performs general clerking duties, primarily working at the Juvenile Court front desk processing pre- and post-hearing data. These duties may include, but are not limited to: gathering information from parties to update/maintain computer case records; processing post-hearing documentation and dispositional data; scheduling subsequent hearings; receiving and posting payments; receiving and processing summons/subpoenas; appointing attorneys; etc.

QUALIFICATIONS:

- Any combination of education and experience indicating the necessary abilities considered. Requires technical and specialized skills normally associated with post-high school training, education, or experience. A paralegal degree is considered an advantage.
- Notary licensure for the State of Ohio (may be obtained post-hire).
- Demonstrated customer service, administrative, organizational, interpersonal, and computer skills.
- History of satisfactory or above standard job performance; and a history of effective, cooperative, and positive working relationships with administration, management, supervisors, co-workers and the public.

Knowledge of:

- Computer software programs (Microsoft Office resident applications and other relational databases)
- Court and departmental policies, procedures and processes (may acquire during initial employment period)

Ability to:

- Pass a background check including criminal records and drug testing.
- Maintain confidentiality, professional working relationships with clients, families, Court staff, attorneys, counselors, etc.
- Manage multiple priorities, assignments, and time effectively with minimal supervision.
- Communicate honestly, respectfully, and effectively in written and oral formats.

APPLICATION DEADLINE: JULY 30, 2025 AT 4:00 P.M.

APPLY AT, OR SEND RESUME TO:

**Richland County Juvenile Justice Center
411 S. Diamond Street
Mansfield, Ohio 44902
Attention: Brian Bumpus, Court Administrator
(419) 774-1213
bbumpus@rcjcoh.us**

ALL POSITION POSTINGS ARE SUBJECT TO ONGOING EVALUATION AND MAY BE ALTERED OR REVOKED AT THE DISCRETION OF COURT ADMINISTRATION.

An Equal Opportunity Employer