



**WARREN COUNTY CLERK OF COURTS  
POSITION DESCRIPTION**

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9. Perform other duties as assigned by supervisor.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Possess basic accounting skills in order to balance cash drawer.
2. Ability to comprehend Court rules, procedures, and the Ohio Revised Code.
3. Ability to work without constant supervision.
4. Demonstrate regular and predictable attendance.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** County policies and procedures; departmental policies and procedures; criminal justice system; correct spelling, grammar, and punctuation; data processing procedures and equipment; office practices and procedures; public relations.

**Ability to:** interpret policies, procedures, and regulations; communicate effectively; maintain accurate records; interpret a variety of instructions; add, subtract, multiply and divide whole numbers; develop and maintain effective working relationships with associates, supervisors and government officials and the general public; maintain confidentiality pertaining to the Court and office; answer routine inquiries from government officials and the general public.

**Skill in:** keyboarding and use of computer, copier, scanner and other office equipment.

Please send resumé and/or Warren County application\* to:

James L. Spaeth  
Clerk of Courts  
Common Pleas Division  
P.O. Box 238  
Lebanon, OH 45036  
or

email to: [James.Spaeth@co.warren.oh.us](mailto:James.Spaeth@co.warren.oh.us)

**Use Subject Line: [Common Pleas Opening](#)**

Opening is immediate and compensation is  
dependent on Court or Office experience.

\*Link to application: <https://www.co.warren.oh.us/Jobs/Default.aspx> under Application Process