

**IN THE FRANKLIN COUNTY COURT OF COMMON PLEAS
DIVISION OF DOMESTIC RELATIONS
AND JUVENILE BRANCH**

TITLE OF POSITION: FISCAL ASSISTANT

IMMEDIATE SUPERVISOR: Appointed Counsel Supervisor

NORMAL WORKING HOURS: 8:00am – 5:00pm

SALARY: \$16.37 per hour. Position is subject to 180-day probationary period.

MINIMUM REQUIREMENTS: High School Degree or GED. Associates Degree in Accounting or related field preferred. 1+ years of experience with fiscal record keeping and processing invoices Strong computer skills Strong written and verbal communication skills

ESSENTIAL FUNCTIONS

- Audits, reviews and prepares a high volume of attorney invoices and expense vouchers for payment weekly using the court’s electronic filing system (eFlex), docketing system (FCJS), and the county auditor’s data processing software (MUNIS).
- Ensures payments are processed accurately and timely and are in compliance with local juvenile rules, county policies, and state guidelines.
- Prepares and electronically files a high volume of appointment entries daily.
- Enters information pertaining to attorney invoices and expense vouchers into the court’s Lotus Notes database.
- Screens applicants to determine case type eligibility and financial indigency and appoints counsel to qualifying parties.
- Maintains accurate appointment records to ensure the equalization of appointments among attorneys.
- Notifies appointed counsel of the availability of appointments by phone, email, or message.
- Provides customer service to the public, attorneys, and court staff daily.
- Orders business cards and Court forms.
- Fulfills orders from departments for instock office supplies

Posting Period: October 29, 2020 to November 12, 2020.

Application/Resume must be received by: Thursday, November 12 @ 5:00 p.m.

Apply On-line:

<https://drj.fccourts.org/jobpostingmgmt.aspx?type=view>

Telephone: (614) 525-3268
Fax: (614) 525-2230

Address:

Franklin County Court of Common Pleas
Division of Domestic Relations and Juvenile Branch – **Attn: Human Resources**
373 South High Street, 4th Floor
Columbus, Ohio 43215

THE FRANKLIN COUNTY COURT OF DOMESTIC RELATIONS AND JUVENILE DIVISION IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP, AGE, OR ANCESTRY OF ANY PERSON