Deborah Kincaid

SENIOR COURT CLERK

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SUMMARY

Senior court clerk with 9 years in municipal court operations, leading a team of 6 clerks in the civil and small claims division. Oversees case processing, docketing, court records and daily fee reconciliation, and trains new staff on courtroom procedures. Known for attention to detail and clear answers for judges, attorneys and the public.

EXPERIENCE

Senior Court Clerk

02/2021 - Present

Central Ohio Municipal Court

Columbus, OH

Municipal court handling 120,000 civil, criminal and traffic cases a year.

- Lead **6** clerks in the civil division, assigning work queues and reviewing filings for accuracy.
- Verify $40,000 in daily fees and garnishment payments, closing every month of 2025 without variances.
- Train new hires on docketing, legal terminology and the case management system; 8 trained since 2023.
- Handle 30 public records requests a month, redacting protected data before release.

Court Clerk

05/2017 - 01/2021

Central Ohio Municipal Court

Columbus, OH

Criminal and traffic divisions.

- Docketed 150 traffic and criminal filings a day and set hearings on the court calendar.
- Prepared warrants, bonds and journal entries for 3 courtrooms.
- Cut a 2,000-case scanning backlog to zero in 4 months during the move to e-filing.
- Answered 50 calls a day on fines, court dates and license reinstatement.

SKILLS

Case Processing | Docketing | Court Records | Fee Reconciliation | Courtroom Procedures | Legal Terminology | Case Management System | Public Records Requests | Staff Training | Attention to Detail

EDUCATION

Associate of Applied Science

05/2016

Columbus State Community College

Columbus, OH

Legal Office Administration

CERTIFICATES

Certified Court Manager (CCM)

10/2024

National Center for State Courts, Institute for Court Management