

# VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer

## POSITION DESCRIPTION

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**Position Title:** Clerk of Court

**Name:**

**Employment Status:** Full-time

**Dept./Div.:** Magistrate's Court

**FLSA Status:** Exempt

**Reports To:** Mayor

**Pay Status:**

**QUALIFICATIONS:** Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below. An example of acceptable qualifications:

Completion of secondary education or equivalent with training and/or experience in office practices and procedures, computer operation, and bookkeeping. Experience working with general public.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

State of Ohio Notary Public. Must be able to be bonded.

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101.

1. Enters citations into the computer system and prepares documents for court hearings; attends court sessions; prepares documents as needed for cases; maintains contact with attorneys to schedule pre-trial and trial hearings. Maintains files of closed cases.
2. Collects fines and fees; makes daily deposits; performs monthly reconciliation of accounts; pays out monies monthly to the Village, Police Department, and State of Ohio.
3. Submits accurate and timely reporting to state agencies; prepares and sends monthly reports to Warren County; submits driving offenses to the Ohio Bureau of Motor Vehicles; maintains contact with the Warren County Jail to commit and release defendants; obtains driving records from the Warren County Sheriff; submits quarterly caseload reports to the Ohio Supreme Court.
4. Travels to bank and post office to make deposits and mail correspondence.
5. Receives and responds to inquiries from the public and/or officials; provides a variety of information concerning court procedures and operations to the public; assists the public and/or officials in completing documentation.
6. Fills in as needed in the Utility and Zoning Department.
7. Demonstrates regular and predictable attendance.

Developed by:

Date Adopted: 12/21/06

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140

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8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
9. Maintains ability to be bonded and commissioned as a Notary Public.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs any other related duties as assigned.

### **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** village policies and procedures; Court policies and procedures; department goals and objectives\*; bookkeeping; basic office practices and procedures; public relations; notary public; records management; basic accounting.

**Skill in:** computer operation (e.g., Microsoft Word, Excel, Outlook, etc.); modern office equipment; typing.

**Ability to:** prepare accurate documentation; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; complete routine forms; prepare accurate documentation; compile and prepare reports; prepare routine correspondence; communicate effectively; maintain records according to established procedures; develop and maintain effective working relationships; collect, record, and receipt money; respond to routine inquiries from public and/or officials; maintain confidentiality; resolve complaints.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Modern office equipment including a computer, calculator, typewriter, copier, and printer.

### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee must negotiate, use, or work with or in the vicinity of:

1. Handling of materials and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)
2. Air contaminants.
3. Hazardous chemicals commonly found in an office environment.

### **GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE:**

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The employee:

1. Has contact with potentially violent or emotionally distraught persons.
2. Works in proximity to the use of firearms.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

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(Approval of Appointing Authority)

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(Date)

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(Employee Signature)

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(Date)

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