

CITY OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title:	Court Clerk	Page 1 of 3	
Employment Status:	Full-time	Dept./Division:	Mayor's Court
FSLA Status:	Non-Exempt	Reports To:	City Administrator
Pay Grade:	Level 3	Classification:	Classified

MINIMUM QUALIFICATIONS FOR EMPLOYMENT: An example of acceptable qualifications: Completion of secondary education or equivalent (high school diploma or GED) and one (1) year recent documented work experience and/or training in court procedures or business management practices; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and remain insurable under the City's vehicle insurance plan.

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

Computers, telephone, fax machines, copiers, scanners, and other standard office equipment; motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); may be required to lift, carry, push, or pull heavy objects; may be exposed to hostile or upset members of the general public; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

30% (1) Enters citations into computer system; prepares all records for the court; prepares and maintains docket at court sessions and records dispositions of cases; keeps journals, records, and papers pertaining to court work; assigns trial dates and sends appropriate notices; processes and issues court notices, subpoenas, summons, warrants, license suspensions, warrant blocks; processes case transfers to other courts; sends transcripts of court cases to authorities as required; prepares reports of cases filed and processes court dispositions; maintains current available jury list; maintains files of closed cases.

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- 30% (2) Attends court sessions; computes, receives, deposits, and disburses fees, cost, and funds generated by court, and prepares daily cash reports; administers the distribution of funds to parties involved in court actions; tracks court payment plans; issues past due notices; audits cash bail receipts.
- 10% (3) Processes alarm and overweight permits; prepares and submits periodic County, Supreme Court, State, City Council, BMV reports as required; tracks changes in law and updates software as needed; processes public record requests; maintains record retentions.
- 10% (4) Performs various clerical duties; prepares and maintains records; retrieves information from file; prepares material from rough draft; types correspondence; reviews documents; completes forms; opens, sorts, and distributes incoming mail, and processes outgoing mail and delivers to the post office.
- 10% (5) Greets visitors, guests, and general public in person or by phone, 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; ensures confidentiality of all records maintained.
- 5% (6) May provide administrative and/or clerical support to other departments as assigned or when required

OTHER DUTIES AND RESPONSIBILITIES:

- Maintains required licenses and/or certificates.
- Demonstrates regular and predictable attendance.
- Meets all job safety requirements and all OSHA safety standards that pertain to essential functions.
- Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: City goals and objectives;* City policies and procedures;* work place safety; budgeting, bookkeeping, records management; public relations; computer programs; courtroom procedures; civil procedure; criminal procedure; legal terminology; court filing procedures; Ohio Revised Code as it pertains to courts; general office practices and procedures; English spelling, grammar, and punctuation.

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Skill in: Use of modern office equipment; data entry; computer operation; Microsoft Office applications.

Ability to: Carry out instructions in written, oral or picture form; deal with problems involving several variables within familiar context; exercise independent judgment and discretion; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare accurate documentation; prepare routine correspondence; complete and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others; gather, collate, and classify information; maintain records according to established procedures; handle sensitive or technical inquiries from and contact with officials and general public; develop and maintain effective working relationships; travel to and gain access to worksite.

POSITIONS DIRECTLY SUPERVISED:

None.

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 (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description. I agree to abide by the requirements set forth. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

(Approval of Appointing Authority or Designee)

(Date)

(Employee Signature)

(Date)