

OBERLIN MUNICIPAL COURT JOB DESCRIPTION

Deputy Clerk

Title:	Deputy Clerk	Division:	Criminal/Traffic – Civil Assist
Supervisor:	Clerk of Court; Criminal/Traffic Division Chief Deputy	Positions Supervised:	N/A
Status:	Part-time	Civil Service	
FLSA Status:	Non-Exempt	Exemption Category:	N/A
Bargaining Unit:	N/A	Pay Range:	\$16.00 - \$21.00/Hour
Schedule:	Assigned by Municipal Court Judge		

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

Performs clerical and other tasks related to the receipt, review and processing of case filings under the direct supervision of the Clerk of Court or, in his/her absence, under the supervision of the Chief Deputy of the Criminal/Traffic Division. Process, file and scan filings, pleas, documents and journal entries. Issue, fax, and email notifications and subpoenas. Process Commitments, Bonds and Releases and cash receipts. Input fees and witness information. Prepare and file records requests in a timely manner. Other duties may be assigned including but not limited to duties of absent employees.

Minimum Qualifications: Must possess a High School Diploma or equivalent. Experience in the legal or criminal justice field is preferred but not required. Must possess a valid state of Ohio Driver's License. The position may require successful completion of additional pre-employment procedures. This position requires the ability to operate computer software and to perform word processing, including Microsoft Word and Excel. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Job Duties:

- Answer phones for Criminal/Traffic and Civil divisions.
- Process cash, bond, restitution and web receipts.
- Process finished cases including input of docket entries, jail & suspension information and case dispositions.
- Issue personal bonds, releases & commitments as necessary. Docket, scan & email/fax.
- Assist general public, officers and attorneys at Clerk's Office windows.
- Process, docket, scan completed cases, including processing receipts, releases and commitments.
- Process, docket, scan and serve Protection Orders, No Contact Orders and Termination Orders.
- Process contested cases including entering pleas, attorney names and court dates in court computer system.
- Docketing, scanning & filing.
- Process Motions – Docket, scan, file and input motion fees.
- Docket, scan, e-mail Court Appointed Attorney information and input fees.
- Process ex-parte letters and issued notice to party/prosecutor.
- Issue Transport Notices.
- Issue, docket and scan subpoenas, returns and notices to appear.
- Sort mail as assigned
- Input , scan and email/mail/fax journal entries, filings, requests and notices in DOCKET screen, update status and dates in computer.
- Prepare and process case continuances including court notices by fax, phone and email.

- Complete information required in violations screens, status screens and in computer docket.
- Process any requests that may require assistance.
- Assist with the duties of other deputy clerks when needed. Includes but is not limited to the duties of absent employees.
- Assist with processing and filing Bench Warrants, License Cancellations and hearing notices.
- Input entries received from Probation Department, update case status and file cases.
- Assist with processing of Warrants, Summons' & License Cancellation Hearings.
- Process Driving Privilege requests .
- Preparation of Arraignment sheets when employees are unavailable or otherwise need assistance.
- Process records requests.
- Process cases for submission to the Ohio Attorney General's Office for collections.
- Assist with any special projects in the Clerk's Office.
- Assist with processing, scanning documents for Civil Division.
- Process scan and file the court's finished cases.
- Process Arraignment and Daily schedules
- Other duties as assigned

Required Knowledge, Skills and Abilities:

- Knowledge of Court terminology, rules, procedures and operations
- Knowledge of Ohio Public Records Laws and related regulations regarding records retention and destruction
- Proficient reading and comprehension skills
- Ability to perform routine office procedures including typing, filing, answering telephones, copying, faxing, business writing and providing effective customer service
- Ability to operate computer software for word processing, spreadsheet creation and management, database management, and PowerPoint presentations
- Ability to enter data accurately and efficiently
- Ability to learn and comprehend court policies, procedures, processes and regulations
- Ability to listen to, communicate, and work effectively with a diverse group of people
- Ability to multi-task and perform with evolving priorities
- Ability to maintain confidentiality, and demonstrate discretion and sound judgment
- Ability to establish and maintain effective working relationships with supervisors, Court employees, City employees, Attorneys and members of the public
- Ability to maintain proper temperament and decorum while interacting with people who are often confused, angry and/or openly hostile
- Ability to demonstrate initiative in work environment
- Ability to see, hear, sit for extended periods of time and operate standard office equipment requiring manual dexterity, including computers, telephones, fax/copy machines

Work Environment and Equipment Utilized: Standard office equipment is utilized routinely in the job, and the work is generally performed in a typical office environment with adequate lighting, ventilation and temperature controls. The employee may be required to sit or stand for extended periods of time, and perform routine physical tasks such as bending, squatting, lifting (<20lbs.) and reaching.

SAFETY SENSITIVE POSITIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.

Employee Signature/Date

Appointing Authority Signature/Date