



## CITY OF PATASKALA, OHIO POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Mayor's Court Clerk
<b>HOURLY PAY RANGE:</b>	\$22.83 - \$30.69
<b>POSITION TERM:</b>	Full-Time
<b>DEPARTMENT:</b>	Mayor's Court
<b>POSITION REPORTS TO:</b>	Mayor and City Administrator
<b>NUMBER OF OPENINGS:</b>	One (1)
<b>FLSA STATUS:</b>	Non-Exempt
<b>CIVIL SERVICE STATUS:</b>	Unclassified

### **JOB DESCRIPTION:**

#### **General Purpose of Position:**

This position is directly responsible for the effective and efficient performance of the city's Mayor's Court. The incumbent maintains the docket and all required files, as well as accepting payments for cases handled by the court. Responsible for all recordkeeping responsibilities related to case dispositions, ensuring that all records and documents are up to date and accurate, and serving as a reliable source of information to defendants, attorneys and other city and court officials.

#### **Essential Functions of Work:**

*(May not include all duties performed)*

- Compiles, types, records and issues a wide variety of court records, reports and materials (e.g., citations, summons, warrants, letters, reports, complaints, etc.); creates weekly docket and special hearing dockets; coordinates special hearings with Magistrate, Law Director, Police department, and Licking County jail.
- Assists the public in-person and by phone, including retrieving information and files, and providing general information regarding scheduling of continuances, not-guilty pleas, miscellaneous hearings, appeals, jury demands, trials, motion hearings, issuance of new court dates; assists the public in problem solving and research activities; answers telephone calls and advises callers of payable amounts, mandatory court appearances, court proceedings and court dates; provides other generalized information.

- Prepares case documents for the Magistrate; assists defendants with plea forms, waiver of counsel, waiver of trial by jury, limited driving privilege forms, release of vehicles and immobilization forms; issues summons, subpoenas and bench warrants on failure to appear and failure to comply cases; prepares incarceration orders for the Licking County Sheriff's office; prepares case transfer documents and files with the Licking County Municipal Court.
- Responsible for transmission of information and required documents to Licking County Municipal Court, BCI&I, Bureau of Motor Vehicles (BMV), assessing points and submitting suspensions of license as required by law.
- Maintains financial records of the court and distributes funds collected; prepares and files quarterly reports to the Ohio Supreme Court; prepares and maintains year-end dockets, indexes and other records; prepares annual Mayor's Court report; assists with the annual audit, as needed.
- Manages the diversion and probation of defendants, ensuring all sentencing requirements are completed, including alcohol/drug treatment programs, counselling, restitution, community service, background checks, scheduling, etc.
- Exercises independent judgment in making day-to-day administrative and procedural decisions for matters pertaining to the Mayor's Court. Works with the Mayor, Magistrate and Law Director for long term planning and strategy for the efficient and effective operation of the Mayor's Court.
- Provides administrative support to the Police department, including responding to officer requests for assistance, and ordering tickets and criminal complaint forms.
- Maintains all court records and files as required, making recommendations concerning record retention time frames. Responsible for managing record imaging system, including archival of prior years' case files.
- Maintains the Mayor's Court website, including managing the online payment systems.
- Ensures that all LEADS regulatory compliance requirements are met by the court.
- Maintains licenses and certifications as required. Attendance at related continuing education programs and conferences.
- Demonstrates regular and predictable attendance.
- Performs other related duties as required or as assigned.

### **Knowledge, Skills, and Abilities:**

- Comprehensive knowledge of Mayor's Court programs, practices, policies and procedures, Ohio Supreme Court requirements, and modern principles of court administration. Working

knowledge of legal terminology and phraseology.

- Thorough knowledge of Ohio traffic laws and parking regulations, and all other violations handled by the court.
- Thorough knowledge of business English usage and practice. Ability to communicate effectively orally and in writing.
- Thorough knowledge of the operation and care of standard office equipment, machines and the office computer. Knowledge of specific software programs.
- Accurate typing skills and ability to proofread work.
- Ability to exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.
- Ability to prioritize, organize, and perform work independently.
- Ability to plan and maintain recordkeeping sequences and systems.
- Ability to compose and prepare effective correspondence, often without specific instruction, based on knowledge of court needs or procedures.
- Ability to deal with the public tactfully and courteously.
- Ability to establish and maintain effective working relationships with defendants, attorneys, public officials, and the general public, and to effectively and discreetly convey information.

### **MINIMUM REQUIREMENTS FOR ENTRY TO POSITION**

- **Education.** High School diploma or equivalent, supplemented by additional training or education in court administration.
- **Experience.** Four to five years of experience in a related field, or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Direct experience and skill with various software programs, such as Microsoft Outlook, Word, and Excel required. Previous experience with court reporting software/systems is desirable.
- **Licensure or Certification Requirements.** Certification as a notary public, or the ability to obtain certification. Certified Mayor's Court Clerk is desirable.
- **Other.** Valid driver's license, State of Ohio and ability to be insured by City's insurance carrier.

**Working Environment and Conditions:**

- May be required to work into the early evening hours one day per week depending upon length of court proceedings.
- Regularly, exerting up to 5 pounds of force to lift, carry, push, pulling or otherwise move objects. Occasionally, exerting over 5 pounds.
- Sitting most of the time, but also involves walking or standing for periods of time.
- The position reports to the Mayor and Magistrate as it relates to the operation of the court itself, but to the City Administrator for all management-related issues including (but not limited to) leave requests, evaluations and discipline.