



**Mount Vernon**

*An Innovative Community; Authentically Hometown*

**The City of Mount Vernon**

An Equal Opportunity Employer

<b>Job Title:</b>	Deputy Clerk of Court	<b>Department:</b>	Municipal Court
<b>Job Number:</b>	208		
<b>Position Type:</b>	Full-time 40 hours per week Exempt	<b>Address:</b>	5 North Gay Street Mount Vernon, Ohio 43050
<b>Typical Work Schedule:</b>	Monday-Friday 8:00 a.m. to 4:00 p.m.	<b>Pay Range:</b>	TBD
<b>Contact Information:</b>	Lisa Mazza clerkofcourt@mountvernonohio.org	<b>FLSA:</b>	Exempt
<b>How to apply:</b>	Please submit cover letter and resume to Denise at dneff@mountvernonohio.org		

**Objectives**

The purpose of this position is to complete tasks as required by the Ohio Revised Code and as assigned by the Clerk of Court. Additionally, the Deputy Clerk of Court provides direct customer service to citizens, law enforcement, attorneys, staff, and all others utilizing services the Court provides.

**Minimum Education and Experience Requirements**

- This position requires a high school diploma or equivalent.
- Minimum of two years of data processing and/or clerical experience.
- Must obtain and maintain a current driver's license.
- Minimum of two years of Microsoft Suite experience.

**Job Description**

**ESSENTIAL JOB FUNCTIONS:**

- Perform clerical, procedural, and accounting functions for the court in a timely and thorough manner.
- Provide appropriate and prompt assistance to the general public, attorneys, defendants, law enforcement officers, Judge, and Court Bailiff.
- Input complaints and charges.
- Swear-in complaints, as required.
- Receive and process motions, complaints, and traffic/criminal citations for filing, examining the same to ensure that the documents comply with standardized formats and court procedures.
- Generate court documents, forms, and letters.
- Answer phones and assist individuals who visit the Clerk's Office.
- Receive and receipt filing fees, fines and costs, and restitution.
- Balance daily receipts.
- Receive and process bail bonds.
- Comply with all fiscal security procedures as established by the Clerk of Court regarding bank deposits, receipting, and accounting.
- Prepare certified copies of court records, as required.
- Attend mandatory staff meetings when called.
- Participate in any additional training and/or clerk's conferences that are recommended by the Clerk of Court.
- Process incoming mail.
- Respond to inquiries from legal and law enforcement communities and the general public.
- Provide backup assistance to other personnel as needed or requested.
- Prepare and process driving privileges.
- Prepare entries for BMV.
- Issue bench warrants, recall warrants, and process warrant returns.
- Maintain the court docket for all hearings, trials, and court proceedings, entering docket entries into the Court CMS.
- Pull and prepare case files for the daily court agenda.
- Assist defendants in any way allowed by the Judge to process his/her payments including the processing of review agreements, referring the defendant for community service, etc.
- Process jail commitments and releases.
- Issue and process releases for license forfeitures, violator compacts and warrant blocks.
- Pull and process all files for civil/small claims cases or where judgments are due.
- File and process civil complaints and small claims complaints, entering the information and filing fees into the CMS.
- Prepare and monitor the civil schedule for all cases checking for service and further actions required to provide service or rescheduling.
- Issue certified mail.



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- Receipt garnishment checks or judgment payments received in the mail, making notation of each in the CMS.
- Serve as cashier for civil/small claim cases.
- Process evictions, wage, and bank garnishments.
- Perform such other duties as assigned by the Judge or Clerk of Court.

### **NON-ESSENTIAL JOB FUNCTIONS:**

Performs related non-essential functions as required.

### **I. JOB REQUIREMENTS**

**Equipment:** Desktop computer and related software, printer, telephone, fax machine, copier, document scanner, credit card machine, electric time stamp, court audio recorder, and other standard office equipment.

#### **Knowledge, Skills, and Abilities (KSA's):**

- Knowledge of court processes, procedures, and policies
- Knowledge of operational functions and the scope of the authority of the Court
- Knowledge of legal terminology
- Knowledge of modern office practices and procedures
- Knowledge of basic accounting
- Knowledge of Windows environment
- Skill in personal computers and related software
- Ability to secure confidential information
- Ability to handle sensitive public contact and deal tactfully, courteously, and authoritatively with the public in person and over the phone
- Ability to handle stressful situations
- Ability to perform tasks with a high degree of accuracy under pressure
- Ability to understand and follow oral and written instructions
- Ability to communicate effectively orally and in written form
- Ability to establish and maintain effective working relationships

### **II. DIFFICULTY OF WORK**

- All work is time-sensitive resulting in the necessity to often work under pressure.
- Encounters with the public are stressful at times depending upon the reason for the visit or phone call.

### **III. SUPERVISORY RESPONSIBILITY**

- The position does not supervise other individuals.

### **IV. PERSONAL WORK RELATIONSHIPS**

Contact is with the Judge, Clerk of Court, security staff, probation department, law enforcement, attorneys and legal assistants, the general public, and fellow Deputy Clerks.

### **V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

**Physical Requirements:** The physical requirements of the position are identified as sedentary work, which may require lifting up to twenty-five (25) pounds.



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**Physical Activity:** The physical activity of the position is manual dexterity, talking, hearing, lifting, pushing, pulling, reaching, and walking.

**Visual Activity:** The position requires the use of a dual-monitor computer.

**Job Location:** The duties of this position will be performed in the Clerk’s Office and the Courtroom.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:

Date:

Revised:



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