

**CITY OF NORTH OLMSTED
CLERK OF MAYOR'S COURT**

IMMEDIATE OPENING

The City of North Olmsted is seeking a Full Time Clerk of Mayor's Court. The starting salary and job description are listed below. Qualified candidates may mail or email their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department. Applications will be accepted until this position is filled.

**City of North Olmsted
Department of Human Resources
5200 Dover Center Road
North Olmsted, Ohio 44070
e-mail: vanschoork@north-olmsted.com
EOE**

**CITY OF NORTH OLMSTED
JOB DESCRIPTION**

GENERAL DESCRIPTION:

Clerk of Court is responsible for the direction, coordination, and the administration of Court clerical services, financial transactions, and the recordkeeping activities related to the City of North Olmsted Mayor's Court.

QUALIFICATIONS: An example of acceptable qualifications:

High school or GED equivalent, associate's degree or bachelor's degree preferred; four (4) years prior clerical, administrative or paralegal work experience, including two (2) years in court preferred; or an equivalent combination of knowledge, skills and abilities to perform essential functions of position. Must obtain Mayor's Court Clerk certification within two (2) years of hiring.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the City's vehicle insurance policy.

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

Computer, telephone, copy machine, facsimile machine, calculator, typewriter.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.); the employee may occasionally experience hostility from the general public.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES**

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

1. Directs, coordinates, and administers Mayor's Court clerical services (e.g., administers criminal and traffic proceedings and docketing; implements and manages system of recordkeeping complying with Supreme Court regulations; maintains appropriate calendars and schedules court hearings; implements and develops policies and procedures; etc.).
2. Oversees receipt of payments from members of the public and records all monies paid by Defendants to Mayor's Court (e.g., processes cash bonds and waiver payments, prepares and files paperwork related to waiver and bond payments; etc.); issues final notices to Defendants for failure to pay tickets, court costs, etc.; records in case file; ensures that all costs, fees, fines, bonds, payments and other monies payable to Court are accounted for according to Ohio State Auditor's rules; etc.
3. Processes waivers, bench warrants, contempt of court, money due letters, license forfeiture letters, forfeiture and reinstatement of licenses; processes failure to pay, failure to comply, notices and journal entries for Court ordered vehicle immobilization and vehicle leases; etc.
5. Prepares cases and dockets for transfer to Municipal Court.
6. Serves as liaison for Court; works with Magistrates/Mayor to determine vision and direction of Court; coordinates court matters with defendants, defense counsel, city prosecutor, police department, jail, and other outside agencies to administer court system; etc.
7. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
8. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge: department practices and procedures;* bookkeeping; office practices and procedures; records management; supervision; English grammar and spelling; Microsoft Office products, with particular emphasis on Microsoft Excel; court system software.*

Skill in: typing; data entry; computer operation; use of modern office equipment.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; calculate fractions, decimals, and percentages; maintain records according to established procedures; communicate effectively; answer routine telephone inquiries; resolve complaints; maintain personal composure and handle difficult situations tactfully.

POSITIONS DIRECTLY SUPERVISED:

Assistant Clerk of Courts

Starting Salary Range

\$42,025.10 - \$80,799.68