CITY OF MAPLE HEIGHTS

JOB DESCRIPTION

Position Title: Mayor's Court Clerk	Position Number:
Date Prepared: August, 2011	Civil Service: No
Remarks: Includes all classes.	

GENERAL STATEMENT OF DUTIES: Administers all aspects of court operation from logging of cases through court sessions to final disposition; Maintains court records and handles all intermediate steps necessary to hear and conclude court cases; Performs other work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work in operating and maintaining a Mayor's Court, including all waiverable offenses. The employee in this position performs and is supervised on difficult and varied clerical work and has significant public contact in support of the court. The employee will be trained to understand State and Local laws and regulations pertaining to traffic, housing, and other offenses, as well as requirements for court operations. The work is performed with considerable independence of action. The employee is under the direct supervision of the Court Administrator, who makes review of work, methods or results.

EXAMPLES OF WORK: (Illustrative only)
Takes note of requests for continuances from attorneys and defendants;
Confers with attorneys of defendants regarding license status or documentation needed for court;
Retrieves documentation for expungement request from attorneys and defendants;
Processes requests for copies of court records;
Assists defendants in registering for DWI programs;
Reviews decisions and assigns court costs;
Enters cases in computer by assigned docket date;
Hand delivers documentation to and from Police Department when warranted;
Places all documentation in matching court jacket;
Prints docket for Mayor, Police Department, Law Department, etc.;
Copies documentation to be transferred to Municipal Court;
Prints main court docket for use in court;
Issues receipts for payments received of cases and parking tickets;
Verifies all computer and manual work with Court Administrator;

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Transferees documentation to and from Law Department;
Prepares documentation to be mailed to defendants;
Transferees mail to and from mail room;
Transferees deposit to Finance Department;
Maintains filling of cases and parking tickets;
Performs other duties as required.

RQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Familiarity with what constitutes various violations in order to advise defendants as to why they were charged as they were. Familiarity with various court documents and of necessity of keeping information enforcement agencies of attorneys. Familiarity with operations of the Bureau of Motor Vehicles regarding suspensions and enforcement actions taken by BMVagainst particular defendants. Experience in computer operations.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of a standard high school course, preferably supplemented by college level courses in law enforcement; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ESSENTIAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects or machines, and to reach with hands and arms. The employee is frequently required to sit, stand, talk and hear. The employee is frequently required to walk, including climbing stairs, and occasionally to operate City motor vehicles. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must frequently lift and /or move objects weighing up to twenty-five pounds.

The employee will be required to comply with the City residency requirement and will be required to possess a valid Ohio Driver's License with not more than four penalty points within the past three years.

SPECIAL NOTE: This Job Description does not constitute an employment agreement between the City of Maple Heights and the employee and is subject to change by the City of Maple Heights as its needs and requirements of the job change.