

EXPERIENCED MUNICIPAL COURT DEPUTY CLERK

DESCRIPTION: Under supervision, performs a variety of specialized and standard clerical tasks associated with the standard operating policies and procedures of the Department. Files and prepares forms; receives, disburses and accurately accounts for public funds in the form of fines, court costs and fees; answers phones; issues certified mail; subpoenas and publications; docket; operates office equipment; may train other employees on a temporary basis. Candidates must be detailed oriented, able to work under stressful situations, deal courteously with the public and be able to keep sensitive information confidential.

ESSENTIAL FUNCTIONS:

1. Files, prepares and docket court cases, dispositions and other documents and forms.
2. Calculates fines and costs and verifies accuracy of calculations.
3. Receives, disburses and accurately accounts for public funds in the form of fines, court costs and fees.
4. Answers phones and general/specialized inquires of staff and the general public.
5. Prepares, issues and docket certified mail and personal mail service, summons/notices.
6. Prepares subpoenas and publications.
7. Provides input into the development of modification of work procedures.
8. Trains other employees on a temporary basis.
9. Regular, reliable, predictable, and punctual attendance is an essential function of the position. (This is due to the fact that employees work as part of a team, and that there are a limited number of employees available to perform numerous tasks critical to meeting to efficient and effective delivery of statutory services to the public, and/or among whom the responsibilities to perform those numerous tasks can be distributed.)
10. Perform other duties related to those of the position and/or resulting from the needs of the organization.

QUALIFICATIONS:

1. Must be experience with Municipal Court Criminal and Civil Case processing
2. Must have graduated from high school or have a GED equivalent.
3. Must possess the ability to interpret a variety of instructions.
4. Must be able to calculate fines and costs accurately.
5. Must be able to count and balance cash accurately.
6. Must possess the ability to perform tasks with a high degree of accuracy and under pressure.
7. Must be able to handle stressful situations.
8. Must have excellent organizational skills.
9. Must be bondable.
10. Must demonstrate skill in operating the listed tools and equipment.
11. Must have the ability to establish and maintain effective working relationships and communicate effectively, both orally and in writing, with City employees and officials and the general public.

12. Must possess and maintain a valid State of Ohio Driver's License throughout the term of employment.
13. Must have a strong work ethic

This job description is a guide, not contractual in nature and the duties and responsibilities are subject to change.

TOOLS AND EQUIPMENT: Tools and equipment used in the performance of this position include, but are not limited to, the following: phones; personal computer, including word processing, spreadsheet and database software; automobile; copy machine; fax machine; 10-key calculator.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This is a full-time position (approximately 40 hours/week) with an hourly wage of 14.46 per hour. Work hours are Monday through Friday 8:00am – 5:00pm

East Cleveland Municipal Court is an Equal Opportunity Employer.