

# CITY OF OAKWOOD

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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**Class Title:** Deputy Clerk

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<b>Dept/Div:</b>	Municipal Court	<b>Reports to:</b>	Clerk of Courts
<b>Employment Status:</b>	Full-Time	<b>Supervises:</b>	n/a
<b>FLSA Status:</b>	Exempt		

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**JOB SUMMARY:** Under supervision performs a variety of data processing, telephone duties, reporting and recording duties, and clerical activities. This position includes entering, maintaining, and updating pertinent case information on case files into the case management system as well as reporting. It requires good written and oral communication skills.

**QUALIFICATIONS:** An example of acceptable qualifications:

Possession of a high school diploma, preferably with coursework in business or any equivalent combination of experience and training; data processing and clerical skills.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess and maintain a valid Ohio Driver's License.

**MINIMUM ACCEPTABLE CHARACTERISTICS:**

**Knowledge of:** court processes, procedures, policies, legal documents, laws, and other legal factors pertaining to the court; organization, operation functions and the scope of the authority of the court; legal terminology; modern office practices and procedures; basic accounting. Experience in Windows environment.

**Skill in:** personal computers and related software.

**Ability to:** secure confidential information; handle sensitive public contact and deal tactfully, courteously, and authoritatively with public in person and over the phone; handle stressful situations; perform tasks with a high degree of accuracy under pressure; understand and follow oral and written instructions; communicate effectively both orally and in written form; make work decisions in accordance with rules, regulations, and court policies and procedures; reconcile bank account and make bank deposits; establish and maintain effective working relationships and communicate effectively, both orally and in writing, with the general public, attorneys, litigants, defendants, city employees and co-workers.

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

- 40% (1) General Clerk Duties: Accepts filings; prepares new cases and assigns case numbers; enters data into case management system (CMS); prepares court files; orders reports; submits reports to other government agencies; explains court procedures and payment options to citizens; schedules pre-trial and trial dates; finalizes cases in CMS and verifies all data is accurate; prepares entries for Judge; prepares warrants; mails correspondence; performs other clerical duties such as: answers phones, receives faxes, receives mail and timestamps documents as appropriate, accepts and applies payments to individual cases; assists citizens at counter; retrieves and puts away files, etc.
- 25% (2) Traffic Intervention Program (TIP) Clerk Duties: reviews, researches and prepares information to educate citizens on how to regain a valid Ohio driver's license;
- 10% (3) Prepares courtroom and court files for court date; assists Judge in courtroom on court day(s); prepares Judge Entries (electronically) during hearings;
- 10% (4) Monitors and reviews defendant's reporting orders (ex: counseling, treatment, etc.);
- 10% (5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions;
- 5% (6) Travels to seminars and training;

### **OTHER DUTIES AND RESPONSIBILITIES:**

- (7) Demonstrates regular and predictable attendance.
- (8) Performs other related duties as required or assigned.

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

Personal computer and related software, laser printers, telephone, fax machine, copier, document scanner, credit card machine and other standard office equipment.

### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

- 1. Has contact with potentially violent or emotionally distraught persons.
- 2. Ascends and/or descends stairs.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

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Approval of Appointing Authority

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Date

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Employee Signature

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Date