

Medina Municipal Court

DEPUTY CLERK OF COURT – Criminal/Traffic FULL-TIME

JOB RESPONSIBILITY

A deputy Clerk of Court Level 1 is responsible for completing tasks as required by the Ohio revised Code as assigned by the Clerk of Court. This person is a direct employee of the Clerk of Court. He or she will be supervised by the Clerk, the Chief Deputy or the Assistant Chief Deputy.

GENERAL DUTIES

The duties listed below are intended to illustrate work functions performed by this position. An individual may be assigned all or some of these functions.

1. File court documents (time stamp).
2. Receive and receipt fines, fees and bond payments.
3. Balance and reconcile daily cash receipts. (Balance cash drawer and reconcile accounts)
4. Respond to inquiries from legal and law enforcement community and general public.
5. Research automated and hard-copy files for case status information.
6. Enter/Edit case information in the case management system.
7. Generate court documents, forms and letters when necessary.
8. Schedule change of pleas and sentencing dates for judge and magistrates.
9. Scan documents into case.
10. Retrieve and print microfilmed copies of cases.
11. Retrieve cases for court schedules.
12. Keep case files and case documents in order.
13. Accept money for bonds (bail) and create checks for bond refunds.
14. Prepare background checks for other law enforcement agencies.
15. Cooperate with other court personnel.
16. Participate in the Saturday/Sunday/Holiday on-call schedule to sign/clerk Warrants on Complaints (determine probable cause for arrest)
17. Prepare commitment papers for defendants who are sentenced to jail.
18. Complete any other jobs assigned in relation to the Clerk's Office.
19. A Deputy Clerk *will not* provide legal assistance.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES

The person in this position needs to have an overall knowledge of office operations. He or she needs to have a pleasant, congenial personality. He or she needs the ability to follow instructions and work procedures. This person will follow instructions of the Clerk, Chief Deputy or in their absence, the deputy in charge. A person in this position should be punctual and be able to work with very little supervision. He or she will need to lift and bend or climb a ladder to retrieve case folders. A deputy clerk will need to be able to stand for at least two to four hours at a time.

QUALIFICATIONS DESIRABLE FOR EMPLOYMENT

Completion of high school is essential. Classes in computer and/or people skills are desirable. Knowledge of word processing is necessary. Knowledge of basic legal terms is desirable. A good understanding of English grammar is necessary. Experience in bookkeeping is desirable,